

**WORTHINGTON CITY COUNCIL  
REGULAR MEETING**

**AGENDA**

**5:30 P.M. - Monday, April 24, 2023  
City Hall Council Chambers**

- A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- B. INTRODUCTIONS AND OPENING REMARKS**
- C. AGENDA ADDITIONS/CHANGES AND CLOSURE**
  - 1. Additions/Changes
  - 2. Closure
- D. CONSENT AGENDA**
  - 1. CITY COUNCIL MINUTES (WHITE)
    - a. Special City Council Meeting Minutes of April 18, 2023
    - b. Regular City Council Meeting Minutes of April 10, 2023
  - 2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
    - a. E.O. Olson Trust Fund Committee Meeting Minutes of April 11, 2023
    - b. Park & Recreation Advisory Board Meeting Minutes of April 5, 2023
    - c. Heron Lake Watershed Board of Directors Meeting Minutes of March 15, 2023
  - 3. CITY COUNCIL BUSINESS - PUBLIC WORKS (GREEN)  
Case Item(s)
    - 1. Dock Permits
  - 4. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)  
Case Item(s)
    - 1. Application for Temporary On-Sale Liquor License - Worthington

- Okabena Windsurfers
2. Application to Block Street(s) - Worthington Okabena Windsurfers

5. FINANCIAL STATEMENTS (LAVENDER)

- a. Municipal Liquor Store Income Statement for th Period of January 1, 2023 through March 31, 2023
- b. General Fund Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 through March 31, 2023
- c. Fieldhouse Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 through March 31, 2023
- d. Olson Park Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 through March 31, 2023

6. BILLS PAYABLE (WHITE)

PLEASE NOTE: All utility expenditures are listed as 601, 602, and 604, and are approved by the Water and Light Commission

**E. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)**

Case Item(s)

1. Second Reading Proposed Ordinance to Amend Title XV of the City Code of the City of Worthington, Nobles County, Minnesota - Text Amendment - City Code Chapter 97
2. Building Official Position Reclassification

**F. CITY COUNCIL BUSINESS - PUBLIC WORKS (GREEN)**

Case Item(s)

1. Sunset Parking Lot Construction Services Proposal

**G. CITY COUNCIL BUSINESS - COMMUNITY DEVELOPMENT (GRAY)**

Case Item(s)

1. Professional Services Agreement - Comprehensive Plan

**H. COUNCIL COMMITTEE REPORTS**

1. Mayor Von Holdt
2. Council Member Janssen
3. Council Member Ernst
4. Council Member Kielblock
5. Council Member Kolpin
6. Council Member Cummings

**I. CITY ADMINISTRATOR REPORT**

**J. ADJOURNMENT**

**WORTHINGTON CITY COUNCIL  
SPECIAL MEETING, APRIL 18, 2023**

The meeting was called to order at 4:00 p.m. in City Hall Council Chambers by Mayor Rick Von Holdt with the following Council Members present: Alaina Kolpin, Larry Janssen, Amy Ernst, Chris Kielblock, Chad Cummings (4:07 p.m.)

Staff present: Steve Robinson, City Administrator; Deb Olsen, Finance Director; Angela Thiner, Assistant City Clerk.

Others Present: Kris Swanson, Bolton & Menk; Will Elliot, Dorsey & Whitney, via phone.

**CLOSED SESSION UNDER MINN. STAT. §13D.05 SUBD. 3 (C) - PURCHASE OR SALE  
OF REAL OR PERSONAL PROPERTY - PARCEL # 31-3786-770**

Mayor Von Holdt stated that Council would be going into closed session under Minn. Stat. § 13D.05, Subd. 3(C) - Purchase or Sale of Real or Personal Property - regarding Parcel #31-3786-770.

The motion was made by Council Member Larry Janssen, seconded by Council Member Alaina Kolpin and unanimously carried to close the meeting at 4:02 p.m.

The motion was made by Council Member Chris Kielblock, seconded by Council Member Amy Ernst and unanimously carried to re-open the meeting at 4:31 p.m.

**ADJOURNMENT**

The motion was made by Council Member Chris Kielblock, seconded by Council Member Chad Cummings and unanimously carried to adjourn the meeting at 4:32p.m.

Angela Thiner  
Assistant City Clerk

**WORTHINGTON CITY COUNCIL  
REGULAR MEETING  
APRIL 10, 2023**

The meeting was called to order at 5:30 p.m., in City Hall Council Chambers by Mayor Rick Von Holdt with the following Council Members present: Chad Cummings, Chris Kielblock, Larry Janssen, Alaina Kolpin, Amy Ernst.

Staff present: Steve Robinson, City Administrator; Steve Schnieder, City Engineer; Hyunmyeong Goo, Assistant City Engineer; Matt Selof, Community Development Director; Todd Wietzema, Public Works Director; Mindy Eggers, City Clerk.

Others Present: Ryan McGaughey, Radio Works.

The Pledge of Allegiance was recited.

**AGENDA APPROVED WITH ADDITIONS/CHANGES**

A motion was made by Council Member Kielblock, seconded by Council Member Kolpin and unanimously carried to approve the agenda as presented.

**CONSENT AGENDA**

A motion was made by Council Member Ernst, seconded by Council Member Cummings and unanimously carried to approve the consent agenda as presented.

- Planning Commission Minutes of April 4, 2023
- Convention & Visitors Bureau Minutes of March 29, 2023
- Convention & Visitors Bureau Minutes of February 22, 2023
- Convention & Visitors Bureau Minutes of December 28, 2022
- Convention & Visitors Bureau Minutes of November 30, 2022
- Convention & Visitors Bureau Minutes of October 26, 2022
- Convention & Visitors Bureau Minutes of September 28, 2022
- Economic Development Authority Minutes of March 27, 2023
- YMCA Board of Directors Minutes of March 27, 2023
- YMCA Board of Directors Minutes of February 27, 2023
- YMCA Board of Directors Minutes of January 30, 2023
- YMCA Board of Directors Minutes of December 19, 2022
- YMCA Board of Directors Minutes of November 21, 2022
- YMCA Board of Directors Minutes of October 24, 2022
- YMCA Board of Directors Minutes of September 26, 2022
- YMCA Board of Directors Minutes of August 29, 2022
- YMCA Board of Directors Minutes of June 27, 2022
- YMCA Board of Directors Minutes of May 23, 2022
- YMCA Board of Directors Minutes of April 25, 2022

- YMCA Board of Directors Minutes of March 28, 2022
- YMCA Board of Directors Minutes of February 28, 2022
- YMCA Board of Directors Minutes of January 31, 2022
- YMCA Board of Directors Minutes of December 20, 2021
- YMCA Board of Directors Minutes of November 22, 2021
- YMCA Board of Directors Minutes of October 25, 2021
- YMCA Board of Directors Minutes of September, 2021
- YMCA Board of Directors Minutes of August 30, 2021
- YMCA Board of Directors Minutes of June 28, 2021
- YMCA Board of Directors Minutes of May 24, 2021
- YMCA Board of Directors Minutes of April 26, 2021
- YMCA Board of Directors Minutes of March 29, 2021
- YMCA Board of Directors Minutes of February 22, 2021
- YMCA Board of Directors Minutes of January 25, 2021
- Housing & Redevelopment Authority Special Minutes of March 20, 2023
- Housing & Redevelopment Authority Minutes of March 1, 2023
- Housing & Redevelopment Authority Minutes of February 1, 2023
- Housing & Redevelopment Authority Minutes of December 28, 2022
- Worthington Public Arts Commission Minutes of March 14, 2023
- Approved Girl's Softball Association Agreement
- Approve Dock Permits
- Application to Conduct Off-Site Gambling - Currie Town & Country Boosters, Inc. for April 19, 2023, at the Worthington Event Center
- Bills Payable Totaling \$2,287,487.57

**REVIEW OF POSITION CLASSIFICATION AND COMPENSATION PROFESSIONAL SERVICES AGREEMENT APPROVED**

Steve Robinson, City Administrator, said the City of Worthington Classification and Compensation Plan was originally adopted by City Council in 1988 and amended in 1991. In the current plan, positions are classified into one of 15 non-exempt or 12 exempt salary schedules. The classification is based on the total points assigned from nine separate position factors. These factors consist of:

- Job Complexity,
- Contacts with Others,
- Education,
- Experience,
- Certification Requirement,
- Pressures, Stresses and Hazards,
- Physical Demands,
- Scope of Decisions, and
- Responsibilities for Others.

He explained the current Compensation Plan is in compliance with Minnesota's Department of Employee Relations Pay Equity and the Local Government Pay Equity Act, the City of Worthington is faced with a growing challenge of attracting and keeping a talented workforce. It is also the policy of our organization that employee's salaries are determined on a fair and equitable basis.

In addition to reviewing the compensation plan the employee benefits and performance assessment would also be reviewed

Staff has had discussions with Abdo Solutions who would be able to provide an initial review and possibly lead us through a more comprehensive revision of the compensation plan. Mr. Robinson said the estimated fee for the scope of work outlined to be between \$2,000.00-\$2,200.00. Staff recommends the fee be paid with unallocated ARP funds which has a current balance of \$258,498.

A motion was made by Council Member Kolpin, seconded by Council Member Janssen and unanimously carried to approve the Abdo Solutions Professional Services Compensation Agreement.

#### **APPROVED 2023 WORTHINGTON SOCCER LEAGUE AGREEMENT**

Todd Wietzema, Public Works Director, said the Worthington Soccer League has informed staff of their intent to continue with the adult soccer league for the 2023 season. Mr. Wietzema said the fee for 2023 would be \$250.00 per team which is a 25% increase over what was charged in 2022. In the agreement, the Soccer Association would be able to utilize the outdoor soccer fields at Buss Field for the purpose of playing organized soccer games. They would also be responsible for cleanup of the facilities in a timely manner and may use the restroom facilities at Buss Field.

Mr. Wietzema noted the Park and Recreation Advisory Board, approved the proposed 2023 agreement at their April 5<sup>th</sup> meeting.

A motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to approve the 2023 Worthington Soccer League Agreement.

#### **LIQUOR STORE PARKING LOT CONSTRUCTION SERVICES PROPOSAL APPROVED**

Mr. Wietzema said Bolton & Menk, the engineers for the liquor store parking lot construction project have submitted Task Order #19 construction services proposal to oversee the projects construction and administration. The proposed cost for the services is estimated to be \$23,500.00.

The costs are based on the Master services agreement that the City of Worthington currently has in place with the firm.

A motion was made by Council Member Ernst, seconded by Council Member Kolpin and unanimously carried to approve Task Order #19.

**RESOLUTION NO'S. 2023-04-10 AND 2023-04-11 ACCEPTING A DONATION OF PERSONAL PROPERTY**

Mr. Wietzema said the Park and Recreation Advisory Committee has received requests from two parties to place benches in city parks. The request are as follows:

- Scott and Melissa Erickson to place a bench in Centennial Park in memory of Norman and Nancy Teerink.
- Denise Schlichte to place a bench at the Chautauqua Park Bandshell, in memory of Dean and Diane Yahnke.

The donations meet all the requirements as set forth in the Park Donation policy and the Park and Recreation Advisory Board recommends the City Council accept the donations.

The motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to adopt the following resolutions:

RESOLUTION NO. 2023-04-10

A RESOLUTION ACCEPTING A DONATION OF PERSONAL PROPERTY

(Refer to Resolution File for complete copy of Resolution)

RESOLUTION NO. 2023-04-11

A RESOLUTION ACCEPTING A DONATION OF PERSONAL PROPERTY

(Refer to Resolution File for complete copy of Resolution)

**RESOLUTION NO. 2023-04-12 ADOPTED APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BID**

Steve Schnieder, City Engineer, said the consultants from Bolton & Menk, Inc., prepared plans and specifications for the reconstruction of 2nd Avenue (CSAH 25) from 10th Street to 12th Street. Schnieder said the project would provide a 2-lane roadway with 10-foot parallel parking (50-foot total width) and 10-foot concrete sidewalks on both sides of the street. The project also includes storm sewer reconstruction, the reconstruction of sanitary services and the watermain fire service to the Active Living Center. The sanitary main, water main and water services were previously reconstructed in 2020. The completion date for this project is September 8, 2023.

Mr. Schnieder noted the project has also been approved by Nobles County and the Minnesota Department of Transportation.

The motion was made by Council Member Kolpin, seconded by Council Member Kielblock and unanimously carried to adopt the following resolution:

RESOLUTION NO. 2023-4-12

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BID**

(Refer to Resolution File for complete copy of Resolution)

**UPDATE ON EAST OKABENA LAKE TRAIL**

Mr. Schnieder said a grant application for Transportation Alternatives funding was submitted to fund the construction of a trail from Second Avenue to Trunk Highway 60. The section of trail will connect the existing trail located on the east side of Okabena Lake by the dam to the existing trail on Trunk Highway 60 at the Nobles Street intersection. The trail will be identified as East Okabena Lake Trail. The trail will go under the Union Pacific Railroad using the existing abandoned trestle by the Field House. It will connect to Sherwood Street going east to the soccer fields and continue east along the north side of the East Okabena Lake bed along Charles Avenue over to Nobles Street, and then connecting to the existing trail along Trunk Highway 60.

Mr. Schnieder said the grant will cover 80% of the construction cost up to \$592,000, with the remaining cost of \$293,000 being covered by local funding. The engineering costs for this project are estimated at \$220,000 which is also a local cost.

**APPROVED FIRST READING PROPOSED ORDINANCE TO AMEND TITLE XV OF THE  
CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA - TEXT  
AMENDMENT – CITY CODE CHAPTER 97**

Matt Selof, Community Development Director, said The City of Worthington is considering a text amendment to City Code Section 97.15. The proposed amendment would remove the requirement that auto repair shops must screen all inoperable vehicles behind a 6-foot screening fence.

The Planning Commission held a public hearing and voted unanimously to recommend approval of the proposed text amendment at their April 4, 2023 meeting. The recommendation was based on the following:

1. Planning Commission recently took action on a conditional use permit request for a diesel repair business on March 7 and March 22. The Commission recommended that the business not be required to screen the property with a 6-foot screening fence as required by City Code 97.15. City Council concurred and directed staff to bring forth a text amendment to remove this requirement.

2. City Code Section 97.15 currently states:

“Auto repair shops shall keep no more than six inoperable vehicles on the premises at any one time. All inoperable vehicles must be screened and stored behind at least a sixfoot- tall privacy fence on four sides and shall not be seen from the public right-of-way.

If more than six inoperable vehicles are on the property at one time or any inoperable vehicles are stored outside of the required screening, it shall constitute a junk yard as provided in the City's Zoning Ordinance in § 155.010.”

Mr. Selof said staff recommends the following changes:

“Auto repair shops shall keep no more than six inoperable vehicles on the premises at any one time. All inoperable vehicles must be screened and stored behind at least a six foot tall privacy fence on four sides and shall not be seen from the public right-of-way. If more than six inoperable vehicles are on the property at one time or any inoperable vehicles are stored outside of the required screening, it shall constitute a junk yard as provided in the City's Zoning Ordinance in § 155.010.”

Staff also recommends the following changes to Section 97.11:

“It is unlawful for any person to park, keep, place, or store or permit the parking or storage of a stock car, racing car, or inoperable vehicle on a public street or alley, or on any private lands or premises the person owns, occupies, or controls unless it shall be within a building.; or screened on an auto repair lot in accordance with § 97.15.”

3. The screening requirements in question were adopted in 2020 in an effort to combat an increase in inoperable vehicles and businesses that were beginning to keep a significant number of inoperable vehicles on their lots, giving off the appearance of a junkyard. Among the screening requirements, the City also made all auto repair shops permissible by conditional use only, set a limit on the number of inoperable vehicles, and provided definitions. The City attempted to retroactively require screening but ultimately failed in its goals.

4. Under this proposal only the screening requirement will be removed, all other 2020 changes will be left in place. The Commission and Council will still have the option to require screening as a business expands, relocates, or new auto repair businesses open.

Council Member Cummings said while he agrees that screening does not work in some areas, are the remaining things in the ordinance being enforced. If there is no current license or tabs on a vehicle it should be enforced.

Mr. Robinson said he also would like staff to work with law enforcement to remove abandoned cars. He said he would have to look into the legal aspect of this.

A motion was made by Council Member Kolpin, seconded by Council Member Ernst to approve the first reading of the proposed ordinance. Those voting in favor of the motion: Kolpin, Janssen, Ernst, and Kielblock. Voting against the same motion: Cummings. Motion carried.

### **COUNCIL DISCUSSION – REQUEST TO ALLOW CHICKENS IN THE CITY**

Mr. Selof said on March 13, 2023 City Council heard a request from Worthington resident, Tony Vetsch, to allow chickens within city limits. Council requested that staff do some additional research before bringing the topic back for discussion.

Mr. Selof said the current ordinance is as follows:

#### §90.03 Domesticated Animals

(B) No person shall keep or allow to be kept, maintain or harbor within the city any of the following:

(8) Any animal which would normally be considered a farm animal or barnyard animal unless the animal is kept only temporarily in a stockyard, slaughterhouse, or farm supply merchandiser awaiting transportation or slaughter or for exhibition purposes. By way of example and not limitation, the terms farm animal and barn yard animal shall include cattle, horses, sheep, goats, swine, llamas, alpacas and fowl (including pigeons, ducks, chickens, geese, ostriches, guinea hens, pheasants, quail, partridge, and turkeys) but not including rabbits.

He explained cities vary greatly in whether chickens are allowed or not. Some cities such as Marshall, Willmar (except in agriculture or industrial districts), Hutchinson (except in agriculture districts), Luverne (except for agriculture districts), and Windom (except for agriculture districts) do not allow chickens anywhere in the city.

The following cities allow chickens in some capacity, they are: Albert Lea, Feergus Falls, New Ulm, and Sioux Falls, SD.

He explained if Council would decide to allow chickens in Worthington there are several areas in City Code that would need to be addressed. They are as follows:

- Section 90.03, 90.06, 90.04, and 98.9. These govern animal regulations, enclosures, manure and other things.
- Section 155.010 (zoning) would potentially need amendments to allow for coops to be exempted from the definitions of structures.
- Section 155.043 (zoning) regulates fences and prohibits chicken wire to be used as fences. Changes would be needed to exempt chicken runs from this section.
- Section 155.075 (zoning) regulates accessory structures. Coops would likely need to be defined separately and exempted from this section.
- Section 155.140 through 148 (shoreland regulations) regulate impervious surface coverage. Coops should be factored into this section.

Staff has also identified several other items that need to be taken into consideration by Council which includes permitting, costs, adjacent property owners, department responsibility, and enforcement.

Council Member Kolpin, expressed concern over the city being able to enforce a permitting process and if people would register the chicken coops, she said very few people register their dogs in Worthington, which is also required by City Code. She questions whether or not we have enough employees to enforce anything like this. She also noted that she has heard very little support for this from the public.

Other council members said the majority of the comments they received were against the idea.

Council Member Cummings said he struggled to see the financial advantage of raising chickens, he feels it's more of a hobby and does the entire city have to enforce this? He noted just because it's being done in other places doesn't mean it has to be done everywhere.

Mr. Robinson said nothing had to be done today but if Council would ever decide later, there would be a lengthy list of ordinances that would need to be amended.

### **COUNCIL COMMITTEE REPORTS**

Mayor Von Holdt - No report.

Council Member Janssen - No report.

Council Member Ernst - No report.

Council Member Kielblock - No report.

Council Member Kolpin - The Artrageous Show is at the Memorial Auditorium this weekend.

Council Member Cummings - The Aquatic Center sub-committee is meeting and continues to get things ready for the new outdoor aquatic center.

### **CITY ADMINISTRATOR REPORT**

Mr. Robinson said staff is working with the Lake Okabena Dam consultant to fill out paperwork to get the project moved up on the priority list. Reminded Council of the Special meeting on April 18<sup>th</sup>. Holding interviews for the Assistant City Engineer position.

### **ADJOURNMENT**

The motion was made by Council Member Cummings, seconded by Council Member Kielblock and unanimously carried to adjourn the meeting at 6:25 p.m.

Mindy L. Eggers, CMC  
City Clerk

**E.O. OLSON TRUST FUND COMMITTEE MINUTES  
APRIL 11, 2023**

The meeting was called to order by Chairman Mike Kuhle at 8:00 A.M. in the City Hall Council Chambers with the following members present: Chris Dybevic, Bob Demuth, Jr., Deb Weg, and Rick Von Holdt.

Others Present: Dan Livdahl, Julie Buntjer, The Globe.

City Staff Present: Todd Wietzema, Public Works Director; Mindy Eggers, Secretary. Steve Robinson, City Administrator (8:04 a.m.).

**APPROVAL OF MINUTES**

A motion was made by Bob Demuth Jr., seconded by Rick Von Holdt and unanimously carried to approve the minutes of the July 19, 2022 meeting as presented.

**POTENTIAL PROJECTS**

Mike Kuhle, Chairman, said the balance in the E.O. Olson Trust fund account with US Bank is \$278,755.70. The cash balance on hand is \$139,659.31. The 2022 designated funds are the \$85,000.00 designated to the Sunset Park project which has not been requested to date and the \$31,162.00 designated to the Okabena Ocheda Watershed District. After those disbursements are made the cash balance on hand would be \$23,497.31.

Dan Livdahl said he thought he had requested the funds from last year but would have to double check. If not, he asked if the dollars could be escrowed or redistributed to a different project all together.

Mr. Livdahl updated the trust on the carp management report. Mr. Livdahl said Carp Solutions performed four boat electrofishing surveys, followed by two box net removal surveys on Lake Okabena in Worthington, MN during the summer of 2022. Boat antennas were installed to monitor and remove carp from the lake. Removal efforts yielded 676 carp, which included 12 of the 101 tagged carp. The objective of these efforts was to estimate the biomass of common carp in the lake and reduce biomass density of carp below a manageable threshold. Based on the post-removal calculations, the carp population on Lake Okabena has been reduced to 4600 individuals and the carp biomass density is now estimated to be 68.8 kg/ha.

Mr. Livdahl said based on the findings the box netting proved to be a relatively effective method. However, since the current biomass density is below the critical threshold, removal is not necessary.

Mr. Livdahl said at this time the watershed is working with school district on a pond project on the Crailsheim property. A grant for \$900,000.00 has been received and a 25% local match is required. The plan is currently in the design phase with bidding occurring next winter and construction starting next spring.

Mr. Livdahl also said the last two years the watershed has been purchasing algae kits to test areas around the lake for algae blooms. Depending on the level the city is then notified to post a

notice in the area. Algae blooms cannot be killed so frequent testing would be beneficial. He said it would be helpful if testing could be done more often. Todd Wietzema, Public Works Director, said the city puts a barrier between the lake and the ditch to keep algae from entering the lake. Mr. Wietzema said staff could look into a commercial apparatus as the one that is currently used is something that was made 20+ years ago.

Todd Wietzema, Public Works Director, gave an update on the Sunset Park project. He said the county gave the city approximately \$50,000.00 to put toward a boat cleaning station that will be installed in conjunction with the new parking lot and fish cleaning station. He said construction would begin after July 4<sup>th</sup>.

Steve Robinson, City Administrator, gave an update on the Lake Okabena Dam project. He said the engineering work has been completed and paperwork is currently being filled for submission to the state to be put on the priority list. It is a long process and early estimates put the cost at \$800,000-900,000. He said the design would most likely be an inlet type with box culverts on the ends.

Chairman Kuhle suggested meeting again in July since there are currently no requests for projects. Bob Demuth Jr., said while he doesn't think the committee is out of scope he would like to have the city attorney and the trust tell us if it would be possible to undesignate funds since they have not been used so they could be rededicated to another project. Committee members agreed and directed staff to look into it.

### **OTHER BUSINESS**

The board agreed to schedule another meeting for Tuesday, July 11, 2023, 8:00 a.m., in City Hall Council Chambers.

### **ADJOURNMENT**

A motion was made by Deb Weg, seconded by Rick Von Holdt and unanimously approved to adjourn the meeting at 8:40 a.m.

Mindy Eggers, MCMC  
Secretary

## City of Worthington

### Park and Recreation Advisory Board Minutes

4:00 p.m. - Wednesday, April 5, 2023

Members present: Dan Krueger, Chad Cummings, Craig Stock, Joe Vosburgh, Jason Johnson, Jessica Williams  
Members absent: None  
Staff present: Scott Rosenberg, Todd Wietzema and Angela Thiner

#### **CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Chairman Dan Krueger.

#### **APPROVAL OF MINUTES**

A motion was made by Chad Cummings, seconded by Jason Johnson and unanimously approved to accept the minutes of the February 15, 2023 meeting.

#### **APPROVAL OF AGENDA - ADDITIONS/DELETIONS**

A motion was made by Craig Stock, seconded by Jessica Williams and unanimously approved to accept the agenda as presented.

#### **2023 GIRLS SOFTBALL AGREEMENT**

A copy of the 2023 Worthington Girls Softball Association User Agreement was provided. Staff is proposing no changes to the agreement.

A motion was made by Joe Vosburgh, seconded by Craig Stock and unanimously approved to accept the 2023 Worthington Girls Softball Agreement as presented.

#### **ADULT SOCCER AGREEMENT**

A copy of the 2023 Adult Soccer League Contract was provided. Staff is proposing a 25% fee increase, from \$200 to \$250 per team.

A motion was made by Jason Johnson, seconded by Craig Stock and unanimously approved to accept the 2023 Worthington Soccer League User Agreement.

#### **PARK BENCH DONATIONS**

Todd Wietzema stated the following have submitted park bench donation applications:

- a. Scott & Melissa Ericksen in memory of Norman and Nancy Teerink, to be placed in Centennial Park
- b. Denise Schlichte for Dean and Diane Yahnke Family, to be placed near the Bandshell

A motion was made by Jessica Williams, seconded by Craig Stock and unanimously approved to accept the park donations.

#### **SUPERVISOR'S REPORT**

Scott Rosenberg stated the parks department has been busy removing trees. He stated roughly there are 7+ left to be removed. Chad Cummings asked what the level of winter damage was. Scott Rosenberg noted there is no serious damage done to the trees, minor

sticks and branches in the parks but he did notice the floating docks at Sailboard Beach and Ludlow Park have sustained some damage.

**ADJOURNMENT**

A motion was made by Joe Vosburgh, seconded by Chad Cummings and unanimously approved to adjourn the meeting at 4:18 p.m.

Angela Thiner  
Assistant City Clerk

## Minutes of the March 15<sup>th</sup>, 2023 HLWD Board Meeting

### Present

- Board of Managers: Wayne Rasche, Jason Freking, Mark Bartosh, Cory Reith, Randy Lubben.
- HLWD Staff: Loretta Halbur, Davis Harder (virtual)
- Smith Partners (virtual): Louis Smith
- Hoff Barry (virtual): Shelley Ryan
- Jackson County (virtual): Kelly Rasche, Kevin Nordquist, Dave Macek
- ISG (virtual): Jacob Rischmiller
- Public: Phil Kruger, Jim Eigenberg, Kevin Stephens      Virtual: Rockney Atz, Brenda Keiser, Lloyd Kalfs, Hody Thompson

### Agenda

President Rasche called the meeting to order at 8:00am. Motion to approve the agenda, with the addition of the 1W1P Resolution under District Business, made by Freking. Seconded by Lubben. Vote 5-0. Motion passed.

### Oath of Office

President Rasche gave background on Cory Reith's reappointment by the Murray County Board of Commissioners. Reith read the oath of office.

### Election of Officers

President Rasche handed control of the meeting over to Jason Freking.

Manager Freking took nominations for President. Lubben nominated Rasche. Seconded by Reith. Vote 4-1, with Rasche dissenting. Motion passed.

President Rasche took nominations for Vice President. Rasche nominated Freking. Seconded by Bartosh. Vote 5-0. Motion passed.

President Rasche took nominations for Secretary. Rasche nominated Reith. Seconded by Lubben. Vote 5-0. Motion passed.

President Rasche took nominations for Treasurer. Freking nominated Bartosh. Seconded by Reith. Vote 5-0. Motion passed.

Motion to keep committee appointments the same made by Rasche. Seconded by Freking. Vote 5-0. Motion passed.

### Minutes

Motion to approve the February 8 Regular Meeting minutes, with minor changes, made by Freking. Seconded by Lubben. Vote 5-0. Motion passed

Motion to approve the March 2 Special Meeting minutes made by Lubben. Seconded by Freking. Vote 5-0. Motion passed

Motion to approve the March 2, 2023 Project 2 FER Hearing minutes made by Rasche. Seconded by Reith. Vote 5-0. Motion passed.

### Public Drainage Systems

- Invoices to Jackson County
  - Discussion on the \$10,410.00 invoice from Dustin Wassenaar. Rasche asked Kelly Rasche about damages payments for drainage work. Typically HLWD approves damages payments at time of closeout and directed by the engineers. Additional damages on a case-by-case basis can be approved by the Board. Rischmiller reviewed the invoice with the board and presented changes that reduced the bill to \$5,840.00.
  - Discussion on the Wendland Sellers bill attributable to CD 3.
  - Motion to approve invoices, with the recommended changes to the Dustin Wassenaar bill, made by Lubben. Seconded by Freking. Vote 5-0. Motion passed.

- Project 4 and 84-4A
  - Resolution to initiate consolidation of drainage system was reviewed. Discussion on the original damages acres and if it included buffer acquisition.
  - If the systems consolidate, a new line item would be added to the landowners property taxes with the new system number. To payoff the old system's debt to the county, landowners can choose to prepay. Rasche requested the County review how much interest Project 84-4A would have to pay Project 4 during the time the system was not paying for it's own maintenance. County Auditor-Treasurer will also send the "drop dead" date for a consolidated system to begin paying it's own expenses. Much of the math and further discussion can happen during the consolidation hearing.
  - Motion to set a consolidation hearing for April 19<sup>th</sup> at 8:00am or soon thereafter for Project 4 and Project 84-4A made by \_\_\_\_\_. Seconded by \_\_\_\_\_. Vote 5-0. Motion passed.
- JD 3
  - Jacob Rischmiller, ISG gave an update on the work change order approved on March 2. DMI will get to it in a couple weeks. Rischmiller asked the Board for direction on the outlet repair. Should DMI complete the repairs on the northwest side of the channel now, or wait until the whole ditch can be completed. There would be a considerable cost if DMI were to mobilize twice for the same area. The Board raised a concern about erosion this spring given the snowy 2022-2023 winter. Rischmiller stated that it all depends on spring rains, but here are areas outside the authorized area that are washing out and sloughing. The Board did not authorize DMI to work on the northwest side of the channel due to the costs.
  - Rischmiller asked HLWD legal counsel about how to handle DMI's long-term contract. Smith stated that the drainage authority could complete a partial close-out and be explicit about what is being accepted during those proceedings..
  - Kelly Rasche asked HLWD legal counsel about the maintaining the petitioner's bond even though the project is established and started construction. An estimated 11% of the project is constructed. The petitioner's bond is currently not big enough to cover the scope of expenses and will need to be increased. K. Rasche, Smith, and the petitioner's attorney Bruce Sellers, will discuss the steps forward. **Motion to pay the bond renewal bill for \$23,749.00 made by Lubben. Seconded by Reith. Vote 5-0. Motion passed.**
  - Phil Kruger was present and inquired about the Northwater contract and how expenses will be handled. Rasche stated that the Board won't make an official decision until the bills come in. ISG met with Northwater last week and provided all the information to them and will set a kickoff meeting date soon.
- JD 14
  - Rischmiller stated that Noomen Excavating was on site today (March 15) to finish the three remaining repairs. The final pay request will be sent in soon and ISG will begin the closeout process on the 2022 Repairs. After which, the project will move into the "bonding arena" to handle the terminated Dirt Proz contract.

### District Business

- 1W1P Resolution
  - BWSR approved the Des Moines Reiver Comprehensive Watershed Management Plan on March 13. Implementation funding application will be sent April 20. Bartosh provided further insight into the process. Motion to approve Resolution 2023-02: Resolution to Adopt and Implement the Des Moines River Watershed Comprehensive Watershed Management Plan, made by Bartosh. Seconded by Freking. Vote 5-0. Motion approved.
- Septic Loans
  - Halbur reviewed the recent septic loan applications: Gareth Rogers and Todd Meinders. Meinders had applied to Nobles County, but a delayed contractor invoice prevented him from completing the

process. Motion to approve both applications and Meinders Disbursement Request #8 for \$16,720.45 made by Freking. Seconded by Lubben. Vote 5-0. Motion passed.

- HLWD Policy Handbook Review
  - Halbur presented an overview of the HLWD Policy Handbook. It has not been substantially updated since 2020, despite numerous changes and several shifts in goals. Board directed Halbur to revise the handbook as she saw fit and review with legal counsel and present at the next board meeting.
- HLWD Rules and Regulations Update
  - Halbur presented an overview of the HLWD Rules and Regulations. They have not been substantially updated since 2005 and the BWSR PRAP review last summer recommended that the district update it. It may require an engineer, staff, and legal counsel to review, plus a hearing process to implement any changes. Watershed Districts are required to have rules, but each district is different in how those rules address the problems within the district. The Board will review the rules and discuss further at a future meeting.
- Horn Property
  - Smith provided a quick housekeeping update on the Horn Property Transaction. The DNR would accept the transfer of the dam property directly. He is looking at the most efficient way to do that, including working with a real estate attorney and discussing with the Pheasant's Forever attorney.

#### **Treasurer's Report**

- Motion to approve treasurer's report and bill payment made by Bartosh. Seconded by Reith. Vote 5-0. Motion passed.
- Discussion on the updated Certificate of Deposit rates for the two maturing CDs at Currie State Bank.
  - Motion to move CD 1109191 from Currie State Bank to Security State Bank for a 12-month term at 4.44%, made by Reith. Seconded by Lubben. Vote 5-0. Motion passed.
  - Board direct staff to pull CD 1109206 out by 4-6-2023 and put into general account. The Board will decide at the April meeting what to do with the money.

#### **Closed Session**

Motion to move into closed session to discuss litigation strategy for CD 3, made by Freking. Seconded by Bartosh. Vote 5-0. Motion passed. Moved into closed session at 10:28am.

Motion to move from closed session to open session, made by Freking. Seconded by Lubben. Vote 5-0. Motion passed.

#### **Adjourn**

Motion to adjourn made by Lubben. Seconded by Freking. Vote 5-0. Motion passed.

Meeting adjourned at 11:05am.

Respectfully submitted,  
Cory Reith  
Board Secretary

CITY OF WORTHINGTON, MINNESOTA

MUNICIPAL LIQUOR STORE  
INCOME STATEMENT

For the Period 1/1/23 Through 3/31/23  
(Amounts in Dollars)

	Total 2023 Budget	MARCH		% YTD Actual to Budget	YTD	
		Actual	Previous Year		Actual	Previous Year
<b>Sales</b>						
Liquor	2,190,000	162,157	159,182	20.5%	448,589	452,426
Wine	620,000	47,066	42,569	20.3%	126,053	120,796
Beer	2,430,000	169,823	164,051	19.2%	466,174	454,425
Mix/nonalcohol	89,000	5,443	5,398	17.4%	15,506	14,992
NSF charges	100	-	-	0.0%	-	-
<b>Net Sales</b>	<b>5,329,100</b>	<b>384,489</b>	<b>371,200</b>	<b>19.8%</b>	<b>1,056,322</b>	<b>1,042,639</b>
<b>Cost of Goods Sold</b>						
Liquor	1,552,500	116,749	112,074	21.3%	330,026	328,928
Beer	1,841,450	129,872	124,754	18.9%	347,467	333,262
Wine	486,450	35,194	30,919	17.8%	86,597	87,458
Soft drinks/mix	59,580	3,331	4,018	15.9%	9,491	8,784
Freight	37,000	2,316	2,695	17.2%	6,347	6,947
<b>Total Cost of Goods Sold</b>	<b>3,976,980</b>	<b>287,462</b>	<b>274,460</b>	<b>19.6%</b>	<b>779,928</b>	<b>765,379</b>
<b>Gross Profit</b>	<b>1,352,120</b>	<b>97,027</b>	<b>96,740</b>	<b>20.4%</b>	<b>276,394</b>	<b>277,260</b>
<b>Operating Expenses</b>						
Personnel services	533,580	51,199	33,659	19.9%	106,232	83,656
Supplies	35,300	1,649	1,359	11.6%	4,096	3,438
Other services & charges	223,658	14,547	15,442	15.7%	35,205	39,232
Interest	13,027	-	-	0.0%	-	-
Depreciation (estimated)	107,000	8,917	8,917	25.0%	26,750	26,750
<b>Total Operating Expenses</b>	<b>912,565</b>	<b>76,312</b>	<b>59,377</b>	<b>18.9%</b>	<b>172,283</b>	<b>153,076</b>
<b>Operating Income (Loss)</b>	<b>439,555</b>	<b>20,715</b>	<b>37,363</b>	<b>23.7%</b>	<b>104,111</b>	<b>124,184</b>
<b>Non-Operating Revenues (Expenses)</b>						
Interest earnings **	4,500	375	375	25.0%	1,125	1,125
Other non-operating	-	-	-	-	-	-
Sale of fixed asset	-	-	-	-	-	-
Loss on fixed asset	-	-	-	-	-	-
<b>Total Non-Operating Revenue (Expense)</b>	<b>4,500</b>	<b>375</b>	<b>375</b>	<b>25.0%</b>	<b>1,125</b>	<b>1,125</b>
<b>Net Income (Loss) b/Operating Transfers</b>	<b>444,055</b>	<b>21,090</b>	<b>37,738</b>	<b>23.7%</b>	<b>105,236</b>	<b>125,309</b>
Operating Transfers-In	-	-	-	-	-	-
Operating Transfers-Out	(275,000)	(22,917)	(22,917)	25.0%	(68,751)	(68,751)
<b>Net Income (Loss)</b>	<b>169,055</b>	<b>(1,827)</b>	<b>14,821</b>	<b>N/A</b>	<b>36,485</b>	<b>56,558</b>

\*\* Includes three months budget

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 1

GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL  
For the Three Months Ended March 31, 2023

	2023			Variance Favorable (Unfavorable)	2022 Actual
	12 Months Budget	3 Months Budget	Actual		
<b>REVENUES</b>					
Taxes	\$ 2,928,413	\$ 732,103	\$ 26,976	\$ (705,127) *	\$ 27,260
Licenses and permits	215,975	53,994	45,654	(8,340)	4,832
Intergovernmental revenue	4,026,188	1,006,547	51,000	(955,547) *	82,099
Charges for services	298,647	74,662	103,992	29,330	65,589
Fines and forfeits	45,000	11,250	10,238	(1,012)	8,523
Miscellaneous revenue	115,851	28,964	222,308	193,344	12,925
<b>TOTAL REVENUES</b>	<b>\$ 7,630,074</b>	<b>\$ 1,907,520</b>	<b>\$ 460,168</b>	<b>\$ (1,447,352)</b>	<b>\$ 201,228</b>
<b>OTHER SOURCES</b>					
Sale of fixed assets	-	-	-	-	-
Operating transfer-in	1,459,533	364,883	358,398	(6,485)	307,065
<b>TOTAL REVENUES AND OTHER SOURCES</b>	<b>\$ 9,089,607</b>	<b>\$ 2,272,403</b>	<b>\$ 818,566</b>	<b>\$ (1,453,837)</b>	<b>\$ 508,293</b>
<b>EXPENDITURES</b>					
General government	\$ 2,630,837	\$ 657,712	\$ 924,671	\$ (266,959)	\$ 400,770
Public safety	5,386,945	1,346,738	1,009,080	337,658	1,123,287
Public works	1,014,654	253,664	334,458	(80,794)	154,077
Culture and recreation	124,165	31,042	28,197	2,845	(932)
Conservation and development	222,010	55,502	26,173	29,329	13,359
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,378,611</b>	<b>\$ 2,344,658</b>	<b>\$ 2,322,579</b>	<b>\$ 22,079</b>	<b>\$ 1,690,561</b>
<b>OTHER USES</b>					
Operating transfer-out	47,499	47,499	11,808	35,691	8,812
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 9,426,110</b>	<b>\$ 2,392,157</b>	<b>\$ 2,334,387</b>	<b>\$ 57,770</b>	<b>\$ 1,699,373</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>\$ (336,503)</b>	<b>\$ (119,754)</b>	<b>\$ (1,515,821)</b>	<b>\$ (1,396,067)</b>	<b>\$ (1,191,080)</b>

Notes:

2023 actual versus 2022 actual variance explanations:

Charges for services revenue difference due to rental permits charged in 2023 not charged in 2022.

Miscellaneous revenue difference due to investment gains recorded in 2023 with new investment account not in 2022.

General government expenditures difference due to purchase of property and final mobile stage payment in 2023 not in 2022.

Public Works expenditure difference due to snow removal costs in 2023 versus 2022.

\* The tax payments are received in June and December for approximately half of the current year levy. The LGA (intergovernmental revenue), is usually received in July and December with \$1,788,480 received each time.

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

GENERAL FUND  
SCHEDULE OF REVENUES - BUDGET AND ACTUAL  
For the Three Months Ended March 31, 2023

	2023			2022 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
<b>Taxes</b>				
Property taxes <sup>1</sup>	\$ 693,978	\$ (106)	\$ (694,084)	\$ 6,489
Lodging taxes	37,500	21,823	(15,677)	20,259
Gambling taxes	625	5,259	4,634	512
<b>Total taxes</b>	<b>\$ 732,103</b>	<b>\$ 26,976</b>	<b>\$ (705,127)</b>	<b>\$ 27,260</b>
<b>Licenses and permits</b>				
Alcoholic beverage license	\$ 8,750	\$ 2,250	\$ (6,500)	\$ 2,950
Other business licenses and permits	1,500	4,930	3,430	2,950
Building permits	27,500	37,304	9,804	(2,914)
Plumbing/mechanical permits	1,750	475	(1,275)	785
Misc development permits	119	95	(24)	286
Zoning fees	875	600	(275)	775
Gas franchise fees <sup>2</sup>	13,500	-	(13,500)	-
<b>Total licenses and permits</b>	<b>\$ 53,994</b>	<b>\$ 45,654</b>	<b>\$ (8,340)</b>	<b>\$ 4,832</b>
<b>Intergovernmental revenue</b>				
Federal grants				
Police	\$ 10,000	\$ -	\$ (10,000)	\$ -
Other	-	-	-	-
State grants				
Local government aid <sup>1</sup>	894,240	-	(894,240)	-
Other	30,750	50,000	19,250	50,000
State shared				
Insurance premium tax-fire <sup>3</sup>	15,307	1,000	(14,307)	2,000
Insurance premium tax-police <sup>3</sup>	50,000	-	(50,000)	-
County aid				
Highway grants	6,250	-	(6,250)	30,099
<b>Total intergovernmental revenue</b>	<b>\$ 1,006,547</b>	<b>\$ 51,000</b>	<b>\$ (955,547)</b>	<b>\$ 82,099</b>
<b>Charges for services</b>				
General government <sup>4</sup>	\$ 49,644	\$ 74,049	\$ 24,405	\$ 34,153
Public safety	7,300	2,738	(4,562)	8,771
Highways and streets	3,780	9,770	5,990	7,743
Sanitation	11,875	15,014	3,139	12,425
Recreation	2,063	2,421	358	2,497
<b>Total charges for services</b>	<b>\$ 74,662</b>	<b>\$ 103,992</b>	<b>\$ 29,330</b>	<b>\$ 65,589</b>
<b>Fines and forfeits</b>				
Court fines and forfeitures	\$ 11,250	\$ 10,238	\$ (1,012)	\$ 8,523
<b>Total fines and forfeits</b>	<b>\$ 11,250</b>	<b>\$ 10,238</b>	<b>\$ (1,012)</b>	<b>\$ 8,523</b>

<sup>1</sup>Tax payments are received in June and December for approx. half of the current year levy. The LGA (Intergovernmental) revenue usually received in July and December with \$1,725,440 received each time.

<sup>2</sup>Received quarterly

<sup>3</sup>Received in September/October

<sup>4</sup>Timing of Rental permits/Inspection/Plan Check fees

(Continued)

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

(Continued)

GENERAL FUND  
SCHEDULE OF REVENUES - BUDGET AND ACTUAL  
For the Three Months Ended March 31, 2023

	2023			2022 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
Miscellaneous revenue				
Interest earnings-regular <sup>6</sup>	\$ 9,092	\$ 98	\$ (8,994)	\$ (338)
Interest earnings-loans <sup>6</sup>	11,144	-	(11,144)	-
Rents	928	-	-	-
Other revenues <sup>7</sup>	7,050	222,160	215,110	11,787
Contributions/donations	750	50	(700)	1,476
Total miscellaneous revenue	\$ 28,964	\$ 222,308	\$ 194,272	\$ 12,925
Total revenue	\$ 1,907,520	\$ 460,168	\$ (1,446,424)	\$ 201,228
Other sources				
Sale of fixed assets	\$ -	\$ -	\$ -	\$ -
Operating transfer-in				
Electric Fund	183,633	177,147	(6,486)	175,815
Liquor Fund	68,750	68,751	1	68,751
Other*	112,500	112,500	-	62,499
Total other sources	\$ 364,883	\$ 358,398	\$ (6,485)	\$ 307,065
Total revenue and other sources	\$ 2,272,403	\$ 818,566	\$ (1,452,909)	\$ 508,293

<sup>6</sup>First six months share recorded in July and last six months recorded in December January tax settlement included tax court interest refunds.

<sup>6</sup>Majority of loan interest recorded in December

<sup>7</sup>Gain/loss recognized on a monthly basis for investment account

\*Operating Transfer-in-Other Includes transfers for Insurance Funds (\$250,000)

(Continued)

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
For the Three Months Ended March 31, 2023

	2023			2022 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
General government				
Mayor and council				
Personnel services	\$ 22,048	\$ 17,804	\$ 4,244	\$ 11,683
Supplies	50	80	(30)	-
Other services and charges	3,241	1,330	1,911	1,122
Total mayor and council	\$ 25,339	\$ 19,214	\$ 6,125	\$ 12,805
Administration				
Personnel services <sup>8</sup>	\$ 71,523	\$ 49,559	\$ 21,964	\$ 39,811
Supplies	250	-	250	61
Other services and charges	22,138	18,457	3,681	1,048
Total administration	\$ 93,911	\$ 68,016	\$ 25,895	\$ 40,920
Clerk's office and elections				
Personnel services <sup>9</sup>	\$ 49,350	\$ 45,176	\$ 4,174	\$ 35,060
Supplies	1,025	329	696	567
Other services and charges	6,319	2,070	4,249	2,676
Total clerk's office and elections	\$ 56,694	\$ 47,575	\$ 9,119	\$ 38,303
Finance				
Personnel services	\$ 46,808	\$ 41,954	\$ 4,854	\$ 33,305
Supplies	450	17	433	303
Other services and charges	36,046	40,631	(4,585)	27,453
Total finance	\$ 83,304	\$ 82,602	\$ 702	\$ 61,061
Assessing				
Other services and charges	\$ -	\$ -	\$ -	\$ -
Total assessing	\$ -	\$ -	\$ -	\$ -
Legal				
Other services and charges	\$ 8,750	\$ 2,010	\$ 6,740	\$ 2,953
Total legal	\$ 8,750	\$ 2,010	\$ 6,740	\$ 2,953
Engineering				
Personnel services	\$ 73,224	\$ 66,755	\$ 6,469	\$ 120,387
Supplies	3,798	777	3,021	1,759
Other services and charges <sup>10</sup>	43,900	21,223	22,677	21,248
Capital outlay	2,500	-	2,500	(12,360)
Total engineering	\$ 123,422	\$ 88,755	\$ 34,667	\$ 131,034

<sup>8</sup>Variance due to timing of Communications Coordinator hire.

<sup>9</sup>Variance due to election judge wages not paid yet.

<sup>10</sup>Variance due to timing of GIS billing, etc.

(Continued)

CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
For the Three Months Ended March 31, 2023

	2023			2022 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
Community & economic development				
Personnel services <sup>11</sup>	\$ 89,209	\$ 69,424	\$ 19,785	\$ 40,025
Supplies	1,625	311	1,314	938
Other services and charges <sup>12</sup>	70,139	26,108	44,031	22,894
Capital outlay	6,250	-	6,250	-
Total community & economic development	\$ 167,223	\$ 95,843	\$ 71,380	\$ 63,857
General government buildings				
Personnel services	\$ -	\$ 308	\$ (308)	\$ 364
Supplies	825	730	95	434
Other services and charges	19,775	16,418	3,357	23,174
Total general government buildings	\$ 20,600	\$ 17,456	\$ 3,144	\$ 23,972
Other general government				
Personnel services	\$ -	\$ -	\$ -	\$ 63
Supplies	-	-	-	26
Other services and charges	27,519	19,794	7,725	10,692
Capital outlay <sup>13</sup>	50,950	483,406	(432,456)	15,084
Total other general government	\$ 78,469	\$ 503,200	\$ (424,731)	\$ 25,865
Total general government	\$ 657,712	\$ 924,671	\$ (266,959)	\$ 400,770
Public safety				
Police department				
Personnel services <sup>14</sup>	\$ 900,292	\$ 758,297	\$ 141,995	\$ 631,281
Supplies	37,475	18,371	19,104	14,659
Other services and charges <sup>15</sup>	238,862	176,326	62,536	331,299
Capital outlay	28,375	6,911	21,464	78,813
Total police department	\$ 1,205,004	\$ 959,905	\$ 245,099	\$ 1,056,052
Fire department				
Personnel services	\$ 47,606	\$ 12,651	\$ 34,955	\$ 16,816
Supplies	6,425	3,251	3,174	589
Other services and charges	27,350	12,261	15,089	18,547
Capital outlay	10,000	-	-	-
Total fire department	\$ 91,381	\$ 28,163	\$ 53,218	\$ 35,952
Civil defense				
Supplies	\$ -	\$ -	\$ -	\$ 31
Other services and charges	325	-	325	102
Capital outlay	-	-	-	-
Total civil defense	\$ 325	\$ -	\$ 325	\$ 133

<sup>11</sup>Variance due to timing of Assistant City Engineer and Rental Housing Inspector position hirings.

<sup>12</sup>Variance due to expenditure for Worthington Reddiscovered not made yet in 2023.

<sup>13</sup>Variance due to purchase of Butcher property and final payment for the mobile stage.

<sup>14</sup>Variance due to open positions, scheduling and reduced amount of overtime hours.

<sup>15</sup>Variance due to Insurance premium payment timing.

(Continued)

CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
For the Three Months Ended March 31, 2023

	2023			2022 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
Animal control				
Personnel services	\$ 5,698	\$ (96)	\$ 5,794	\$ 4,267
Supplies	750	54	696	172
Other services and charges	975	264	711	283
Total animal control	\$ 7,423	\$ 222	\$ 7,201	\$ 4,722
Code enforcement				
Personnel services	39,549	19,676	19,873	25,552
Supplies	538	396	142	138
Other services and charges	2,518	718	1,800	738
Total code enforcement	\$ 42,605	\$ 20,790	\$ 21,815	\$ 26,428
Total public safety	\$ 1,346,738	\$ 1,009,080	\$ 327,658	\$ 1,123,287
Public works				
Streets				
Personnel services <sup>16</sup>	\$ 133,360	\$ 208,118	\$ (74,758)	\$ 89,090
Supplies	47,400	64,581	(17,181)	36,432
Other services and charges	43,319	61,759	(18,440)	28,479
Capital outlay <sup>17</sup>	12,059	-	12,059	-
Total streets	\$ 236,138	\$ 334,458	\$ (98,320)	\$ 154,001
City wide spring clean-up				
Personnel services	\$ 3,128	\$ -	\$ 3,128	\$ 51
Supplies	375	-	375	-
Other services and charges <sup>18</sup>	14,023	-	14,023	25
Total city wide spring clean-up	\$ 17,526	\$ -	\$ 17,526	\$ 76
Total public works	\$ 253,664	\$ 334,458	\$ (80,794)	\$ 154,077

<sup>16</sup>Variance due to street and snow removal costs.

<sup>17</sup>Variance due to timing of equipment purchases.

<sup>18</sup>Variance due to timing of trash pickup expenditures.

(Continued)

## CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
For the Three Months Ended March 31, 2023

	2023			2022 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
Culture and recreation				
Center for Active Living				
Supplies	\$ 2,925	\$ 906	\$ 2,019	\$ 2,246
Other services and charges	25,428	27,291	(1,863)	(4,608)
Total Center for Active Living	\$ 28,353	\$ 28,197	\$ 156	\$ (2,362)
Public Arts				
Supplies	\$ 225	\$ -	\$ 225	\$ -
Other services and charges	964	-	964	131
Total Public Arts	\$ 1,189	\$ -	\$ 1,189	\$ 131
Band				
Other services and charges	\$ 1,500	\$ -	\$ 1,500	\$ 1,299
Total Band	\$ 1,500	\$ -	\$ 1,500	\$ 1,299
Total culture and recreation	\$ 31,042	\$ 28,197	\$ 2,845	\$ (932)
Conservation and development				
Clean water partnership project				
Other services and charges	\$ 3,750	\$ -	\$ 3,750	\$ -
Total clean water partnership project	\$ 3,750	\$ -	\$ 3,750	\$ -
Lake Improvement				
Personnel services	\$ 2,315	\$ -	\$ 2,315	\$ 60
Supplies	775	849	(74)	301
Other services and charges	1,451	2,413	(962)	337
Capital outlay	-	20,619	(20,619)	-
Total lake improvement	\$ 4,541	\$ 23,881	\$ (19,340)	\$ 698
Economic development & assistance				
Personnel services	\$ 3,572	\$ 2,096	\$ 1,476	\$ 966
Supplies	1,000	-	1,000	-
Other services and charges <sup>19</sup>	42,639	196	42,443	11,695
Total economic development/assistance	\$ 47,211	\$ 2,292	\$ 44,919	\$ 12,661
Total conservation and development	\$ 55,502	\$ 26,173	\$ 29,329	\$ 13,359
Other uses				
Loss on Investment <sup>7</sup>	\$ -	\$ 128,469	\$ (128,469)	\$ -
Operating transfer-out				
Rising Sun Payments				
WRH Fund	23,749	5,904	17,845	5,875
Debt service	-	-	-	-
Water Fund	11,875	2,952	8,923	2,937
Municipal Industrial Wastewater	11,875	2,952	8,923	2,937
Total other uses	\$ 47,499	\$ 140,277	\$ 35,691	\$ 11,749
Total expenditures and other uses	\$ 2,392,157	\$ 2,462,856	\$ 47,770	\$ 1,702,310

<sup>19</sup>Variance due to reduction in Lodging tax expenditure.

## CITY OF WORTHINGTON, MINNESOTA

FIELD HOUSE  
STATEMENT OF REVENUES VS. EXPENDITURES  
For the Period 1/1/23 Through 3/31/23  
(Amounts in Dollars)

	Total Current Year Budget	March Actual	YTD	
			Actual	Previous Year
<b>Revenues</b>				
Field House - User fees	82,000	4,377	14,491	-
Field House - Rental fees	-	5,664	18,666	-
<b>Total Revenues</b>	<b>82,000</b>	<b>10,041</b>	<b>33,157</b>	<b>-</b>
<b>Expenditures</b>				
<b>Personnel services</b>				
Full-time employees	123,430	15,491	31,528	23,136
Overtime	-	-	165	-
Part-time employees	31,200	4,535	8,491	-
PERA contributions	9,257	396	1,978	1,735
FICA/medicare	11,829	562	2,522	1,758
Health insurance admin/claims	24,533	885	2,656	2,027
Life insurance	97	8	24	24
LTD insurance	835	74	228	204
HSA contribution	-	63	188	187
Health insurance-claims-TPA	-	87	500	-
Workmen's comp.-ins. premium	2,053	-	-	983
<b>Supplies</b>				
Office supplies	1,200	-	-	159
Cleaning supplies	1,000	603	603	1,071
Misc. operating supplies	1,200	557	682	54
Equipment parts	300	-	-	-
Building repair supplies	500	-	150	-
Misc. repair & maint supplies	500	421	421	-
Small tools	200	-	-	904
Equipment minor	1,000	-	-	-
Misc. equip, furniture/fixtures	300	627	627	-
<b>Other services and charges</b>				
Misc. professional services	2,500	473	727	144
Telephone	2,000	351	564	173
Postage	200	-	-	-
Travel, conferences, schools	200	-	-	-
Misc advertising	1,000	1,477	1,516	999
General liability insurance	4,200	-	-	1,233
Property insurance	4,000	-	-	278
Electric utilities	8,000	3,436	9,525	6,453
Water utilities	2,000	96	241	29
Gas utilities	8,000	1,541	1,541	8,118
Refuse disposal	2,000	198	396	-
Sewer utilities	600	126	319	73
Storm water utilities	1,000	166	499	392
Misc. utilities	1,000	13	40	40
Buildings-repair & maintenance	500	-	-	228
Structure repair & maintenance	1,000	-	-	-
Misc repairs & maintenance	500	1,121	1,551	-
Cash short and over	-	(368)	(616)	-
Dues and subscriptions	300	-	3,161	-
Licenses and taxes	2,000	-	-	-
Miscellaneous	1,000	-	635	30
<b>Capital Outlay</b>				
Bldgs & structure-misc	-	103,059	103,059	559,505
Machinery and equipment misc	-	-	-	47,137
Office equipment purchase	-	-	-	34,286
<b>Total Expenditures</b>	<b>251,434</b>	<b>135,998</b>	<b>173,921</b>	<b>691,360</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(169,434)</b>	<b>(125,957)</b>	<b>(140,764)</b>	<b>(691,360)</b>

## CITY OF WORTHINGTON, MINNESOTA

OLSON PARK CAMPGROUND  
STATEMENT OF REVENUES VS. EXPENDITURES  
For the Period 1/1/23 Through 3/31/23  
(Amounts in Dollars)

	Total Current Year Budget	March Actual	YTD	
			Actual	Previous Year
<b>Revenues</b>				
Park fees-daily taxable	90,000	6,080	24,028	23,741
Park fees-other (fire wood, pop & ice)	1,500	-	-	-
<b>Total Revenues</b>	<b>91,500</b>	<b>6,080</b>	<b>24,028</b>	<b>23,741</b>
<b>Expenditures</b>				
Personnel services				
Full-time employees	4,795	-	-	-
Part-time employees	18,123	-	-	-
PERA contributions	1,081	-	-	-
FICA/medicare	1,753	-	-	-
Misc. employer paid insurance	1,283	-	-	-
Workmen's comp.-ins. premium	895	-	-	187
Supplies				
Misc. office supplies	600	-	-	-
Cleaning supplies	2,500	-	-	-
Misc. operating supplies	1,500	-	-	-
Building repair supplies	5,000	-	-	-
Misc. repair & maint supplies	3,500	-	-	-
Concessions	500	-	-	-
Other services and charges				
Misc. professional services	5,000	138	138	845
Telephone	650	123	192	60
Misc advertising	3,000	-	-	-
General liability insurance	2,100	-	-	609
Property insurance	3,500	-	-	949
Electric utilities	7,000	132	550	492
Water utilities	850	34	94	97
Gas utilities	2,500	339	753	699
Refuse disposal	3,000	-	-	-
Sewer utilities	700	30	79	69
Buildings-repair & maintenance	1,000	-	-	-
Improv other than bldg-repair & mai	1,000	-	-	-
Machinery/equipment-repair/mainte	-	-	-	-
Misc rentals	-	-	-	-
Cash short and over	-	-	-	-
Dues and subscriptions	600	-	-	-
Licenses and taxes	650	-	570	570
Capital outlay				
Improvement Misc	-	-	-	-
<b>Total Expenditures</b>	<b>73,080</b>	<b>796</b>	<b>2,376</b>	<b>4,577</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>18,420</b>	<b>5,284</b>	<b>21,652</b>	<b>19,164</b>

**ADMINISTRATIVE SERVICES MEMO**

**DATE:           APRIL 24, 2023**

**TO:             HONORABLE MAYOR AND CITY COUNCIL**

**SUBJECT:    ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW**

**CONSENT AGENDA CASE ITEMS**

**1.    APPLICATION FOR TEMPORARY ON-SALE LIQUOR LICENSE - WORTHINGTON OKABENA WINDSURFERS**

The Worthington Okabena Windsurfers have submitted an application for a Temporary On-Sale Liquor License (included as *Exhibit 1*) for their 2023 Windsurfing Event scheduled for June 9 and 10, 2023. Hours of sale would be 3:00 p.m. to 11:59 p.m. on Friday, June 9<sup>th</sup>, and 9:00 a.m. to 11:59 p.m. on Saturday, June 10<sup>th</sup>. All the required paperwork, fees and insurance certificate naming the City of Worthington as additional insured have been received.

Council action is requested on the application for Temporary On-Sale Liquor License from the Worthington Okabena Windsurfers.

**2.    APPLICATION TO BLOCK STREET(S) - WORTHINGTON OKABENA WINDSURFERS**

The Worthington Okabena Windsurfers have submitted an application to block the following streets from 8:00 a.m. on Thursday, June 8, 2023 to 12:00 Noon on Monday, June 12, 2023 for their 2023 Windsurfing Event:

- Lake Street - from 2<sup>nd</sup> Avenue to 7<sup>th</sup> Avenue
- 3<sup>rd</sup> Avenue - from 8<sup>th</sup> Street to Lake Street
- 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Avenues to the Alley
- 5<sup>th</sup> Avenue from Lake Street to Ninth Street

Sunday at 5:00 p.m. Lake Street from 4<sup>th</sup> to 6<sup>th</sup> Avenues will be opened. Second to 4<sup>th</sup> Avenues on Lake Street will remain closed until 12:00 Noon on Monday due to the children's activities (sand).

A map of the street closure is included as *Exhibit 2*. Josh Miller has been designated as the Safety Officer for the event. The required insurance certificate has also been received.

Council action is requested on the Application to Block Streets for the 2023 Windsurfing Regatta.

**CASE ITEMS**

**1. SECOND READING PROPOSED ORDINANCE TO AMEND TITLE XV OF THE CITY CODE OF THE CITY OF WORTHINGTON, NOBLES COUNTY, MINNESOTA - TEXT AMENDMENT - CITY CODE CHAPTER 97**

Pursuant to published notice this is the time and date set for the second reading of a proposed ordinance to Amend Title XV of the City Code of the City of Worthington, Nobles County, Minnesota.

A complete copy of the ordinance was provided in your April 10, 2023 Council Agenda.

Council action is requested to give a second reading to the proposed ordinance.

**2. BUILDING OFFICIAL POSITION RECLASSIFICATION**

Positions at the City and Public Utilities are classified for salary grade based on nine separate factors. The cumulative score of the factors places the position within one of the 15 non-exempt or 12 exempt salary grades. The total score of the position factors for the Building Official is 650 points. The resulting score places this position as Exempt Grade 4 (mid-point wage of \$40.81/hour) or Non-Exempt Grade 15 (mid-point wage of \$41.22/hour). The current wage of the present building official, \$38.70/hour, is within either of the two salary grades.

The Building Official position has been classified as exempt for a number of years. However, a review of the Fair Labor Standards Act duties test raises doubt that this position qualifies as exempt. The duties test stipulates that employees must meet the criteria outlined in one of the four exemption categories:

- Executive,
- Administrative,
- Professional, or
- Computer.

The duties of the Building Official do not meet the above criteria and therefore should be classified as Non-Exempt (hourly) rather than Exempt (salaried). The current building official agrees with this recommendation and supports the change in classification.

Staff recommends reclassifying the Building Official to Salary Grade N-15 with no change in current wages.

Council action is requested.



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Worthington Okabena Windsurfers		Date organized	Tax exempt number	
Address 700 2nd Avenue	City Worthington	State MN	Zip Code 56187	
Name of person making application Josh Miller		Business phone 507-372-2919	Home phone	
Date(s) of event June 9th & 10th, 2023	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name Josh Miller, President	City Worthington	State MN	Zip Code 56187	
Organization officer's name Yoli Sakas, Vice President	City Worthington	State MN	Zip Code 56187	
Organization officer's name	City	State MN	Zip Code	
Organization officer's name	City	State MN	Zip Code	

Location where permit will be used. If an outdoor area, describe.  
 Sailboard Beach, Lakeside on Lake Okabena

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

HUB International

**APPROVAL**  
 APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official \_\_\_\_\_ Approved Director Alcohol and Gambling Enforcement \_\_\_\_\_

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

**APPLICATION FOR PARADE PERMIT OR TO BLOCK STREET**

Josh Miller (name), as representative of Worthington Okabena Wimblers (organization sponsoring event) does hereby apply for a permit for a parade or to temporarily block a street for an event.

The date for the requested parade/event is June 8, 2023 with the time starting at 8:00am and ending at 12:00pm June 12. The route of this parade or blockage of the street shall be limited to the area delineated on the attached map.

The following person, Josh Miller, is designated by the requesting organization as safety officer. He/she shall monitor this activity to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. In addition, this person shall be the contact person and shall be available during the event should the police or City officials have concerns with the safety aspects of this event. The requesting organization agrees to conduct this event in the safest possible manner. In those cases where a street or public access is blocked, it shall be done in a clearly visible condition taking into account the speed of traffic and the need to ensure visibility during the various times of the event (taking into account the need for flashers should the obstructions be in place during times of darkness). In addition, said blockades will only be in place as long as necessary. Barricades must be approved by the City of Worthington and be placed according to Uniform Traffic and Marking specifications.

The requesting organization shall provide \$ 1,000,000.00 liability insurance coverage and shall name the City as an additional insured for this event with HUB International

Insurance Company. The local agent who can confirm this coverage is Pat O'Neil.  
A certificate of insurance will be provided after the permit is approved and prior to  
conducting the event. The insurance must remain in effect until after the scheduled event.

Josh Miller  
Name of Person Applying for Organization

March 25, 2023  
Date

Worthington Okabena Windsurfers  
Name of Applying Organization

700 2nd Avenue  
Address of Organization

507-372-2919  
Telephone Number of Organization

Josh Miller  
Name of Safety Officer

1728 S. Shore Drive  
Address of Safety Officer

507-215-3988  
Telephone Number of Safety Officer

Sailboard Beach  
Location and Telephone Number of Safety Officer  
during the event

Attachments needed:

- 1) Map of delineated area
- 2) Certificate of Insurance

Approved By: \_\_\_\_\_

Dated: \_\_\_\_\_

## Regatta Street Closure 2023

8:00 a.m. on Thursday, June 8, 2023 to 12:00 noon on Monday, June 12, 2023:

Lake Street from Second Avenue to Seventh Avenue

Third Avenue from 8<sup>th</sup> Street to Lake Street

Fourth, Fifth and Sixth Avenues to the alley

Fifth Avenue from Lake Street to Ninth Street

Sunday at 5:00 p.m. Lake Street from Fourth to Sixth Avenues will be opened. Second to Fourth Avenues on Lake Street will remain closed until noon on Monday due to the Children's Activities (sand).

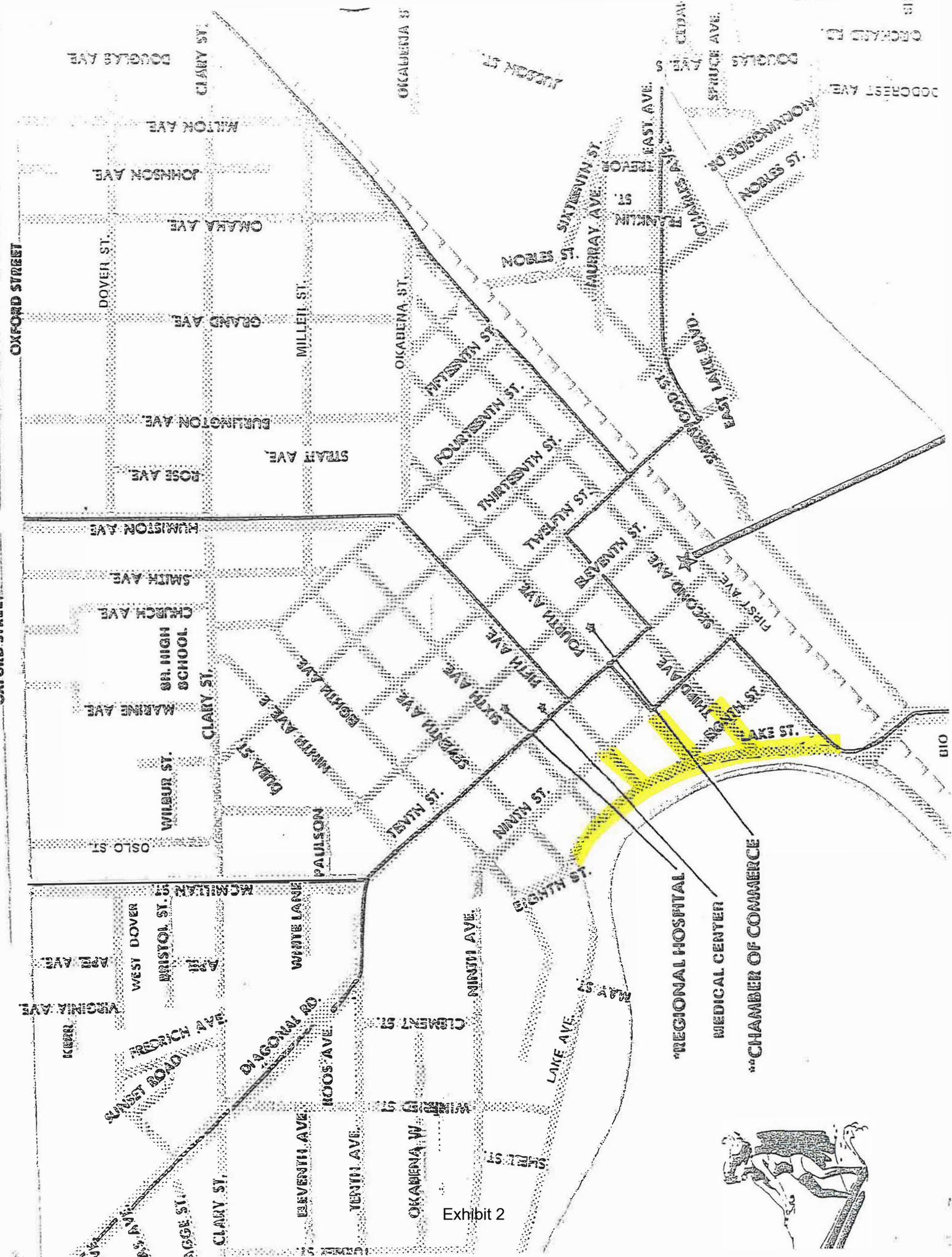
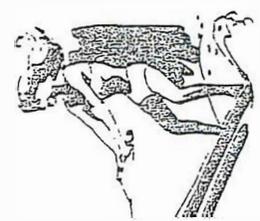


Exhibit 2



## PUBLIC WORKS MEMO

**DATE:** APRIL 20, 2023  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**SUBJECT:** ITEM REQUIRING CITY COUNCIL ACTION OR REVIEW

### CONSENT CASE ITEMS

#### 1. APPROVE DOCK PERMITS

City Staff has received a private dock on public property permit applications from the following residents. The applicants (*Shown below*) meet all the City Dock Policy requirements.

- |                    |              |
|--------------------|--------------|
| 1. 200 Lake Street | Dave Holinka |
| 2. 721 Lake Ave    | Steve Prins  |

**Council action is requested to approve the application and authorize City Staff to issue the 2023 dock permits.**

### CASE ITEMS

#### 1. SUNSET PARKING LOT CONSTRUCTION SERVICES PROPOSAL

Council at their March 27<sup>th</sup>, 2023 meeting, accepted a bid from Ideal Landscaping and Design to work on Sunset Parking Lot Reconstruction project. Staff is now ready to move forward with the construction portion of the project.

Short Elliot Hendrickson, Inc. our engineers on the project have submitted a construction services proposal to oversee the projects construction and administration (*Exhibit 1*). The proposed cost for these services is estimated to be \$45,436.00. Staff recommends we accept the proposal.

**Council Action is requested to approve the Construction Services proposal.**



Building a Better World  
for All of Us®

April 5, 2023

RE: Sunset Park Improvements  
Construction Administration  
SEH No. 172334 14.00

Steve Robinson  
City of Worthington  
303 Ninth Street  
Worthington, MN 56187

Dear Mr. Robinson:

Short Elliott Hendrickson Inc. (SEH®) is pleased to provide the City of Worthington this proposal for professional services for the Sunset Park Improvements project. It is our understanding that the Professional Services will include providing Construction Administration services for the project.

You have requested that SEH provide this proposal for Construction Administration for the above-mentioned project.

## Background

The City of Worthington is proposing to reconstruct the Sunset Park boat trailer parking lot and add a fish cleaning station, boat cleaning station, and trail. The bituminous parking lot will accommodate 18 trailers and the trail is designed to be 10-foot wide with concrete surfacing. You have requested that SEH provide this proposal for construction administration and observation for the construction of this improvement. Construction staking will be provided by Meyer Land Surveying. Geotechnical testing will be performed by an independent firm and contracted directly with the City of Worthington. SEH will prepare a scope of services for the city to utilize in selecting a geotechnical testing firm.

## Scope of Work

### Construction Administration

SEH will provide Construction Administration/Observation on the project. SEH will coordinate construction staking needs with the Meyer Land Surveying staff and coordinate the geotechnical testing with the geotechnical consultant hired by the city. Construction administration services will include:

- Part-time, on-site construction observation. This includes SEH having a Resident Project Representative (RPR) on site during critical work items including; removals, grading, paving, utility installation, equipment installation, structure construction, turf restoration, and for a final inspection. We are proposing to be onsite 30 days (4hrs on site + 2hrs travel per day), out of a total estimated 35 contractor working days.
- Pre-construction and post-construction videotaping and photographing
- Administering a pre-construction meeting and producing meeting minutes.
- Record keeping during construction activities.
- Processing and administering applications for payment to the Contractor.
- Review of shop drawing submittals.
- Completing all documentation including completion of construction checklists, punchlists, biweekly progress reports, etc.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 401 East 8th Street, Suite 309, Sioux Falls, SD 57103-7032

605.330.7000 | 877.214.4370 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Steve Robinson  
April 5, 2023  
Page 2

- Conducting progress meetings and recording minutes at a frequency determined at the preconstruction meeting.
- Completing a final walkthrough, generating punch list items, issuing final acceptance letter stating project warranty periods.
- Development of record drawings and project report upon the completion of the project.

The scope of services for construction staking will include:

- Finding and checking control points.
- Prepare and stake the horizontal & vertical alignment points/stationing for removals, storm sewer, utilities, grading, and paving.

### Proposed Schedule

It is anticipated that construction may begin as early as July 2023 and the Contractor shall complete all work by October 13, 2023. This includes everything in bidding documents. The project team will be available to start work as soon as construction begins.

### Project Team

Al Murra will serve as the Project Manager for the project, Kelsey Waltz will serve as the Project Engineer, and Mike Czech will serve as the on-site RPR during construction activities.

### Compensation

SEH proposes to be compensated for the scope of work outlined in the Agreement on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses. SEH will provide the Scope of Work, as outlined above, for fee not to exceed **\$45,436.00** including reimbursable expenses. Additional services required beyond the tasks and estimated hours as described can be negotiated and/or provided as extra work on an hourly basis. The City of Worthington will be invoiced for actual labor and reimbursable expenses incurred by SEH to complete the work. The person/hour task budget for the anticipated work is attached.

We appreciate the opportunity to continue working with the City of Worthington. We look forward to working with you and your staff on this project. If you have any questions, please do not hesitate to contact me at 605.330.7015 or [amurra@sehinc.com](mailto:amurra@sehinc.com).

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Alan Murra, P.E. (Lic. MN, SD, IA)  
Project Manager  
Attachment

p:\uz\w\wortc\172334\1-gen\10-setup-cont\03-proposal\wo172334 ca proposal.docx



Sunset Park Improvements Construction Administration							
<b>Deliverables:</b> Part time on-site construction observation, construction diaries, construction photos, processing applications for payments, progress reports, project report and record drawings.							
Task	Project Manager	Project Engineer	Electrical Designer	Architect Tech	Lead Tech	Sr. Resident Project Rep	Admin Assistant
<b>A. Construction Administration</b>							
Project Setup/Pre-Construction Meeting	2	6			4		1
Project Management ( <i>Pay Applications, Permitting, Invoicing</i> )	2	6					1
Construction Observation (m-f, 30 WD's @ 6hrs/day; 4 hrs on site + 2 hrs/day travel)		6				180	
Shop Drawing Submittal Review / RFI's		2	2	2			1
Final Inspection		4	6	6			4
Record Drawings					4		
Project Closeout		6					
<b>Total hours</b>	<b>245</b>	<b>4</b>	<b>30</b>	<b>8</b>	<b>8</b>	<b>185</b>	<b>2</b>
<b>Staff</b>	<b>Al Murra</b>	<b>Kelsey Waltz</b>	<b>Jon Kruse</b>	<b>Andrew Nelson</b>	<b>Kristi Pederson</b>	<b>Mike Czech</b>	<b>Julie Brinkman</b>
<b>Project labor cost</b>	<b>\$35,643.00</b>						
<b>Survey</b> ( <i>Meyer Land Surveying</i> ) ( <i>Control set up, staking, mileage, and equipment fees</i> )	<b>\$6,600.00</b>						
<b>Expenses &amp; Equipment Charges</b>							
RPR Mileage (125 mi/day x 30 days x \$0.66/mi)	\$2,475.00						
Project Eng. Meetings/Site Visit (120 mi/day x 3 days x \$0.66/mi)	\$238.00						
RPR Per Diem (30 days @ \$16/day)	\$480.00						
<b>Sub-Total Expenses &amp; Equipment</b>	<b>\$3,193.00</b>						
<b>Total Project Cost</b>	<b>\$45,436.00</b>						

## COMMUNITY DEVELOPMENT MEMO

**DATE:** APRIL 5, 2022  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**SUBJECT:** ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

**1. PROFESSIONAL SERVICES AGREEMENT – COMPREHENSIVE PLAN**

In January, the City released an RFP seeking proposals from consulting firms to assist the City with the development of a new Comprehensive Plan. Seven proposals were received, Staff eventually interviewed three firms and selected SRF Consulting Group as the finalist. SRF's approach to the project along with their experience and understanding of what the City hopes to accomplish led the City to selecting them as the final consultant for this project. Staff has since worked with SRF to finalize the scope of work.

*Exhibit 1* is a professional services agreement, scope of work, fee schedule, and the initial proposal. Total cost is \$116,023.75. The City presently has \$100,000 budgeted.

Staff is requested that Council approve the agreement shown in *Exhibit 1*.

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is entered into by and between the **City of Worthington** whose address is 303 Ninth Street, Worthington, MN 56187 and **SRF Consulting Group, Inc.** whose address is 3701 Wayzata Blvd., Suite 100, Minneapolis, MN 55406; who are the parties.

### Recitals

1. The City of Worthington requires professional services in conjunction with the City-Wide Comprehensive Plan Update (the “Project”), as identified in the City of Worthington’s Request for Proposal (“RFP”) dated January 26, 2023, attached and incorporated as **Attachment A**.
2. SRF Consulting Group, Inc. represents it is qualified to furnish the Services according to the provisions of this Agreement and SRF’s Proposal (“SRF’s Proposal”) attached and incorporated as **Attachment B**. For purposes of this Agreement, the City of Worthington is defined as the “Client” and SRF Consulting Group, Inc. is defined as “SRF.”
3. Therefore, it is agreed:

### Agreement

#### **Article 1: Services to be Performed by SRF.**

- (a) SRF’s Services consist of those described in SRF’s **Attachment C**, “Scope of Work” (collectively, the “Services”). Except as noted in Attachment C, SRF shall not subcontract any portion of the work to be performed under this Agreement without the prior written approval of the Client’s authorized representative.
- (b) SRF assumes no responsibility to perform any Services not specifically listed in Attachment C. No terms and conditions or other documents shall be binding on SRF unless a copy of any such terms and conditions or documents has been made part of this Agreement.
- (c) SRF will perform all professional Services in a manner consistent with the care and skill ordinarily used by members of SRF’s profession practicing under similar conditions at the same time and general location (the “Standard of Care”). SRF shall correct or revise any errors, omissions, or other deficiencies in any plans, drawings, specifications, reports and other products of professional services not meeting SRF’s professional Standard of Care, unless such corrective action is directly attributable to deficiencies in Client’s furnished information. SRF makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with SRF’s Services.
- (d) In the event the Client changes or is required to change the scope of the Project from that described in Attachment B and/or the applicable addendum, and such changes require Additional Services by SRF, SRF shall be entitled to additional compensation and appropriate adjustment in SRF’s Schedule (“Amendment”). Such changes shall be effective only on the execution of written amendment(s) signed by the Client and SRF.
- (e) SRF shall perform its Services in accordance with the generally accepted industry standards in compliance with those laws, codes, regulations, or ordinances which are applicable to the Services being performed and which are published and in effect as of the date the Services commence.

#### **Article 2: Contract Requirements.**

- (a) **Government Data Practices and Intellectual Property Rights.** SRF shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to: (1) all data provided by the Client pursuant to this Agreement; and (2) all data, created, collected, received, stored, used, maintained, or

disseminated by SRF pursuant to this Agreement. SRF is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event SRF receives a request to release data, SRF will immediately notify the Client. The Client will give SRF instructions concerning the release of the data to the requesting party before the data is released.

- (b) **Data Disclosure.** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, SRF consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations.
- (c) **Workers Compensation.** SRF certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. SRF's employees and agents will not be considered the Client employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Client's obligation or responsibility.
- (d) **Records – Availability and Retention.** SRF's shall comply with [Minn. Stat. § 16C.05](#), Subd. 5 as it applies to audits, availability, and record retention associated with this Agreement for at least 6 years after the end of the Agreement:
  - (1) Books,
  - (2) Records,
  - (3) Documents,
  - (4) Accounting procedures, and
  - (5) Accounting practices of SRF, its subcontractors, or suppliers
- (e) **Regulatory Changes.** SRF shall be compensated for changes in the Services necessitated by the enactment or revisions of codes, laws or regulations that are made applicable to the Project subsequent to execution of this Agreement, and its time for performance shall be extended if the changes(s) result in delay to the Project Schedule. Such changes shall be made by an Amendment pursuant to this Article.
- (f) **Affirmative Action.** SRF agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). SRF agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- (g) SRF shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. SRF agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#).

### Article 3: Client Obligations.

In addition to other responsibilities of the Client as set forth in this Agreement, the Client shall: (1) provide full information as to the requirements for the Services; (2) assist SRF by placing at SRF's disposal, information in possession of the Client which it believes is pertinent to the Services, and SRF may rely upon the accuracy,

completeness and technical sufficiency of information or services furnished by the Client or others through the Client; (3) give prompt written or verbal notice to SRF whenever the Client observes or otherwise becomes aware of any development that affects the scope or timing of SRF's Services, observes or otherwise becomes aware of the presence at the Project site of any constituent of concern, or of any defect or nonconformance in SRF's Services, the work, or in the performance of any contractor; and (4) provide SRF in writing any and all policies and procedures of the Client applicable to SRF's performance of Services under this Agreement. SRF will comply with such policies and procedures pursuant to the Standard of Care set forth in Article 1(c) and to the extent compliance is not inconsistent with professional practice requirements (the "Client's Duties").

**Article 4: Term of Agreement; Performance Schedule.**

- (a) This Agreement shall be in effect from the latter of the two signature dates set forth below (the "Effective Date") and will expire on the date all services are completed and final payment has been issued, unless terminated pursuant to Article 8. The obligation to perform the Services per the Standard of Care which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement.
- (b) SRF will provide and perform Services as reasonably requested within the scope of services outlined in Attachment C. SRF will perform all Services; in a reasonably timely manner; in accordance with applicable laws and regulations; and with professional skill and judgment. No warranty or guarantee either express or implied is made or intended by this Agreement.

**Article 5: Key Personnel.**

With respect to this Agreement, SRF and the Client shall designate specific individuals to act as SRF's and the Client's representatives with respect to the Services to be performed or furnished by SRF and responsibilities of the Client under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions related to the Project on behalf of the respective Party whom the individual represents.

SRF:

Stephanie Falkers  
Project Manager  
3701 Wayzata Blvd, Suite 100  
Minneapolis, MN 55416  
763.249.6790  
sfalkers@srfconsulting.com

Client:

Matt Selof  
Director of Community Development  
303 Ninth Street  
Worthington, MN 56187  
507.372.8640  
mselof@ci.worthington.mn.us

**Article 6: Consideration and Payment.**

- (a) Client shall compensate SRF for all Services rendered under Article 1 on an hourly basis and shall not exceed. **\$116,023.75** in total ("Contract Maximum") including reimbursable expenses and subcontractor fees as set forth in **Attachment C**. Any agreed upon changes shall be in writing between the Client and SRF.
- (b) For reimbursable expenses, the compensation shall be the actual expense incurred by SRF and SRF's subcontractor(s), without mark-up. Requests for reimbursements shall be accompanied by supporting

documentation, as well as any documentation of actual costs incurred and paid by SRF in performing the Services hereunder, and such other documentation as the Client may reasonably request.

**Article 7: Invoicing and Reports.**

- (a) SRF shall provide an itemized statement detailing the number of hours spent by any employee as well as the hourly rate charged by the individual providing the Services. SRF will bill the Client monthly.
- (b) The Client will make undisputed payments no later than thirty-five (35) days after receiving SRF's invoices for Services performed. If the Client objects to any portion of an invoice, the Client shall notify SRF within five (5) business days of invoice date. In the event of a disputed billing, only the disputed portion will be withheld from payment, and the Client shall pay the undisputed portion.

**Article 8: Termination and Suspension.**

- (a) Client may terminate this Agreement at any time, with or without cause. Upon termination, SRF will be entitled to payment, determined on a pro rata basis, for Services satisfactorily performed.
- (b) If the Client fails to make payments to SRF in accordance with this Agreement, and said payments are not otherwise disputed by the Client, then SRF may suspend its Services under this Agreement. If SRF elects to suspend services, it shall give ten (10) days' written notice to the Client before doing so. SRF shall have no liability to the Client for delay or damage caused by such suspension of Services. Before resuming Services, SRF shall be paid all undisputed sums due prior to suspension and any undisputed expenses incurred in the interruption and resumption of the SRF's Services.

**Article 9: - Ownership and Use of Documents.**

- (a) Upon completion of the Project, and provided that SRF has been paid in full, all documents ("Instruments of Services"), except working notes and internal documents, created by SRF (and SRF's subcontractor(s)) in the course of implementing this Agreement shall become the property of the Client. The Instruments of Services prepared and furnished by SRF are intended only to be applicable to this Project and the Client's use of these documents in other projects shall be at the Client's sole risk and expense. SRF is entitled to retain copies of all such documents.
- (b) To the extent that the Instruments of Service include design elements, data, notes, terms, plans, specifications, or details from SRF, or its subcontractor(s), own practice detail library, which collectively may form portions of the design for the Project (collectively, "Design Details"), then SRF, or its subcontractors(s), shall retain all rights, title, and interest of all intellectual property related to such Design Details (including copyright and right of reuse), whether or not the Project is completed. Upon execution of this Agreement, SRF grants the Client a limited license to use the Design Details on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by SRF of full payment for all Services relating to preparation of the Design Details and subject to the following limitations: (1) Client acknowledges that such Design Details are not intended or represented to be suitable for use on Project unless completed by SRF, or its subcontractor(s), or for use or reuse by the Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by SRF, or its subcontractor(s); (2) and such use or reuse, or any modification of Design Details, without written verification, completion, or adaptation by SRF, or its subcontractor(s), as appropriate for the specific purpose intended, will be at the Client's sole risk and without liability or legal expose to SRF, or its subcontractor(s); (3) Client shall indemnify and hold harmless SRF, and its subcontractor(s) from all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from any use, reuse, or modifications of the Design Details without written verification, completion, or adaptation by SRF, or its subcontractor(s); and (4) such limited license to Client shall not create any rights in third parties.

**Article 10: Notices.**

Any notice required under this Agreement shall be in writing and addressed to the primary point of contact (“POC”) as designated by both Parties at the address provided by both primary POC’s. All notices shall be delivered via certified mail and effective upon the certified mail return date of receipt.

**Article 11: Legal Relations.**

- (a) The laws of the state of Minnesota govern this Agreement. Venue for all legal proceedings arising out of this Agreement, or breach of this Agreement, is in state or federal court with competent jurisdiction in the county where the Project is located.
- (b) The Parties may exercise legal remedies as may be available to them in connection with any unresolved issue, dispute, or controversy arising out of this Agreement which cannot be settled by the Parties.

**Article 12: Liability and Indemnification.**

- (a) To the fullest extent permitted by law, SRF shall indemnify, defend, and hold harmless the Client from and against damages, liabilities, losses, costs, and expenses, but only to the extent caused by the negligent or otherwise wrongful act, error, or omission of SRF or of those for whom SRF is legally liable, which arise out of SRF’s performance of its professional Services under this Agreement. Should SRF be required to provide legal defense costs pursuant to the requirements set forth in this Article, any such reasonable legal defense costs shall accrue to SRF in a prorated proportion in accordance with SRF’s percentage of fault as determined by any applicable trier-of-fact or as agreed to and incorporated into any settlement agreements. SRF will not be responsible for or be required to indemnify or defend any consequential, indirect, or punitive damage claims.
- (b) Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the Client is otherwise entitled by state statute to which statutory tort limits apply.
- (c) Each Party may exercise any legal remedy as may be available to it in connection with any unresolved issue, dispute, or controversy arising out of this Agreement which cannot be settled by the Parties. Neither Party will be held responsible for delays arising from circumstances beyond its reasonable control or when such delay or failure is due to a “Force Majeure Event.”
- (d) The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.
- (e) No contractual relationship will be recognized under the Agreement other than the contractual relationship between SRF and Client.

**Article 14: Representations.**

- (a) SRF has not directly or indirectly offered or given any gratuities (in the form of entertainment, gifts, or otherwise) to any representative of the Client with a view toward securing favorable treatment with respect to any determinations concerning the performance of this Agreement.
- (b) SRF will not contract with subcontractors, vendors or supplier who are currently suspended or debarred or have a suspension or debarment end date within the past three years by the federal government, the state of Minnesota, or any of its departments, commissions, agencies, or political subdivisions. SRF represents and warrants that it is not presently suspended or debarred or proposed for suspension or debarment by any government agency.

**Article 15: Insurance.**

(a) SRF shall procure and maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the types of insurance and policy limits as follows:

Worker's Compensation:	Statutory
Employer's Liability:	\$1,000,000 Each Accident \$1,000,000 Disease (Policy Limit) \$1,000,000 Disease (EA Employee)
Commercial General Liability:	\$1,000,000 Each Occurrence \$2,000,000 Annual Aggregate Including Premises and Operations Bodily Injury and Property Damage, Independent Contractors, Products and Completed Operations Liability, Personal and Advertising Injury.
Business Automobile Liability:	\$2,000,000 Combined single limit each occurrence coverage or the equivalent covering owned, non-owned and hired automobiles.
Professional Liability:	Professional Liability Insurance providing coverage for all claims SRF may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to SRF's professional services performed under this Agreement. Minimum limits of liability shall be: \$2,000,000 Each Claim \$2,000,000 Annual Aggregate
Umbrella/Excess Liability	An Umbrella or Excess Liability insurance policy may be used to supplement SRF's policy limits to satisfy the full policy limits required under this Agreement.

- (b) Policies shall name the Client as an Additional Insured limited to General Liability and Automobile Liability.
- (c) SRF shall require all subcontractors, and any other subcontractors to which the Parties agree in writing are subcontractors of SRF, to carry and maintain insurance against the risks set forth above, in the amounts and under terms as determined to be appropriate by SRF to fulfill its obligations of this Agreement. SRF shall not allow its subcontractors to commence work until the insurance required has been obtained and the corresponding certificate(s) of insurance have been approved by SRF with copies of each corresponding certificate provided to the Client upon request.

**Article 16: Prohibition against Assignment.**

This is a bilateral Professional Services Agreement. Neither Party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other Party. Any unauthorized assignment is void and unenforceable.

**Article 17: Other.**

- (a) The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

- (b) This Agreement, including any Attachments or Exhibits hereto, constitutes the entire and exclusive agreement of the Parties and supersedes any prior agreements whether oral or written, concerning the subject matter hereof.
- (c) The invalidity or partial invalidity of any portion of this Agreement shall not invalidate the remainder thereof, and the remainder shall be construed as if the invalidated portion shall have never been part of this Agreement.

**Article 18: Services and Contract Documents.**

- (a) This Agreement includes the following documents which are incorporated and attached to this Agreement:

- Attachment A: Client’s RFP, dated January 26, 2023
- Attachment B: SRF’s Proposal, dated February 23, 2023
- Attachment C: Scope of Services

- (b) SRF shall insert all or some part of a term and condition that is required or necessary to be so included in all lower-tier subcontracts and shall require all lower-tier subcontractors to comply with such provisions for the duration of their respective subcontracts.

**Article 19: Interpretation.**

This Agreement has been drafted through a cooperative effort of SRF and Client and both Parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No Party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the Party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

**Article 20: Signatures.**

Either individual signing this Agreement represents and warrants that each has the power and authority to enter into this Agreement and bind the Party for whom each signs. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single Agreement.

**Article 21: Electronic Signatures.**

Each Party agrees that the electronic signatures of the Party included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

**In Witness Hereof**, the Parties hereto have caused this Agreement to be executed on their behalf.

**SRF CONSULTING GROUP, INC.**

**CITY OF WORTHINGTON**

Signed:

Signed:

Title:

Title:

Date:

Date:



**Request For Proposals  
Comprehensive Plan Update**

**City of Worthington, Minnesota**

**Date Issued: January 26, 2023**

**Submittal Deadline: 4 p.m. February 23, 2023**

## **Request for Proposals, City-Wide Comprehensive Plan**

The City of Worthington is seeking proposals from experienced consulting firms for professional services to prepare a new, city-wide Comprehensive Plan (hereinafter ‘RFP’). The City seeks a multi-disciplinary team with significant experience in the development of comprehensive plans that incorporate substantial public input in diverse communities. Proposals will be accepted in accordance with the terms, conditions, and instructions set forth in this RFP. Responses are due no later than 4 p.m. February 23, 2023.

Respondents shall submit (1) digital copy of their proposal by email to [mselof@ci.worthington.mn.us](mailto:mselof@ci.worthington.mn.us).

All correspondence and communication regarding this RFP should be directed to Matt Selof, Director of Community Development, at [mselof@ci.worthington.mn.us](mailto:mselof@ci.worthington.mn.us) or 507-666-5027. All questions concerning this RFP must be received by February 16, 2023.

### **Community Background**

The City of Worthington is located in the Southwest corner of Minnesota at the intersection of Interstate 90, Minnesota State Highway 60, and US Highway 59. Nestled around Lake Okabena the City is home to research companies and several manufacturing, processing and shipping companies. Just off the east side of the lake is downtown Worthington featuring many small businesses, restaurants, and residential dwellings. The City also boasts an excellent school system, community and technical college, two medical clinics, and a 48-bed hospital. The largest employer in Worthington is JBS, employing approximately 2,000+ full time employees, followed by Independent School District 518 with approximately 540 employees, most of which are also full time.

The City has defied the demographic trends of Greater Minnesota over the last two Census periods, increasing its population by 13.1% from 2000 to 2010 and 9.3% from 2010 to 2020, to a total population of 13,947 in 2020. The City of Worthington is the driver of population and household growth for the area. Additionally, the City is becoming significantly more diverse over time.

Worthington’s 26 parks, with 10 being lakeside parks, are a highlight of the community. In recent years of the City parks have undergone significant improvements ranging from a splash pad to new shelter houses and an inclusive playground.

The City has recently focused much of its efforts on creating amenities and enhancing the quality of life for residents. A city-owned movie theater (rented to an outside operator) and a new Fieldhouse featuring a turf fields, batting cages, indoor playground and more recently opened. The City broke ground on a new aquatics center in 2021 and in 2022 took over management of the Worthington Ice Arena.

The city has been working on housing development in an ongoing effort to address the severe lack of residential housing in Worthington; the current demand exceed availability.

### **Project Description and Scope of Services**

The City's last full comprehensive plan update was adopted in 2004. It has received minor amendments over the last 18 years. The City's current comprehensive plan can be found on the City's website at: <http://www.ci.worthington.mn.us/sites/default/files/comprehensive-plan.pdf> Worthington has grown significantly since 2004 and population forecasts predict additional growth in the coming years.

To ensure that new development meets the City of Worthington's vision for the future, the City finds that a new, updated Comprehensive Plan is needed. The new Plan should be developed with a robust public engagement process. The consultant should seek methods to engage the public, stakeholders, and government officials and staff through various means of communication, including, but not limited to presentations, public hearings, focus groups, online engagement, social media and workshops. The consultant should have expert knowledge of planning for small towns and cities along major highway corridors and significant experience in working with diverse communities. The new comprehensive plan should establish an overall vision, goals and objectives for the City over the next 20 years. These vision, goals, and objectives should be achievable, consideration should be given to the City's capacity to fulfill the goals set.

The final scope of services will be developed in collaboration with the selected firm. Components of the Plan, and consultant responsibilities, at a minimum, will include:

1. Participatory Process - Develop, coordinate and conduct an in-depth public process in coordination with City Staff to encourage citizen input. The interaction and participation of residents, business leaders, elected officials, and administration is critical for the development and success of the plan. Engaging with the City's diverse population is a necessity, this will include developing processes to engage with residents who may not read, write, or speak English.
2. Background - Provide and analyze historical background of development in the city.
3. Vision/Overview of the Plan - Develop an overview and vision of the plan to be included.

4. Planning Elements - Include discussion on land use, housing, transportation, community facilities/amenities, natural resources, parks, utilities, and economic development.
5. Short and Long- Term goals – Discuss and incorporate both, short-term and long-term goals for the City into the Plan.
6. Implementation - Develop strategies to implement goals and measures of success.
7. Maps and Graphics - The consultant/team will be responsible for developing and preparing graphics, charts, and maps for presentations, public meetings/engagement and the final report. All GIS work associated with the final plan will be the consultant's responsibility. The City will provide data and assist as needed.

### **Project Deliverables**

The Consultant is expected to provide the following deliverables after adoption:

1. Electronic format(s) of final product, which becomes the property of the City for future use and modification.
2. All other data and information that was collected throughout the process in digital copy.
3. All public participation materials.

### **Primary topics and components to be addressed in Plan**

- Land Use and Zoning
- Housing
- Transportation
- Parks
- Public buildings and Recreation
- Economic Development
- Natural Resource Management
- Utilities

### **Submission Requirements:**

Specific Requirements - At a minimum, each submission must be arranged according to the following outline:

1. Title Sheet: The title sheet must provide the name(s) of the team submitting with the name of the primary contact clearly identified.
2. Cover Letter: The cover letter must indicate the composition of the entire team including the principal in charge, project manager and support team.
3. Table of Contents.

4. Current Active Projects: Including the name, type of project, location, firm's role in the project and status of the project.
5. Background: Summary of firm's background and focus.
6. Past Projects: Provide a minimum of three (3) and a maximum of five (5) representative completed projects. Each past performance project description should also contain:
  - a. Location
  - b. Client
  - c. Date of project involvement
  - d. Project description including illustrative materials and a written description of why this example is relevant to this comprehensive planning project
  - e. Probable cost and scope of the project
  - f. Specific services performed by the firm
7. Public engagement approach: List at least three innovative public engagement activities utilized in past projects.
8. Team Composition: Provide names, titles and qualifications of individuals who will be assigned to the project. This section of the response should include descriptions of the respective roles that will be played by team members. Discuss the experiences of team members on the example projects referred to above. A resume (no more than one-page in length) should be included for key team members in an addendum to the response. Preference will be given to teams with bilingual members.
9. Professional References: List a minimum of three (3) references for each firm. List references for the example projects. For each reference list the contact's name, address, phone number, email, and relationship to the firm.
10. Approach to Project: Briefly describe the approach the firm would take to develop a new comprehensive plan, including background research and review of relevant plans, a public participation and visioning program, development of new land use and transportation, and housing plans and development of implementation strategies. The consultant should demonstrate a solid understanding of Worthington and its long-term growth challenges and interests.
11. Fee Structure: Proposed fee structure for the project. Include anticipated travel costs associated with the project.
12. Estimated Time for Completion: Provide an estimated time frame for completion of the comprehensive plan update and the capacity of the project team to fulfill the scope of services.

### **Criteria for Consideration of Qualifications:**

The following factors will be used to evaluate consultant's qualifications:

- Technical approach/understanding of comprehensive planning for a unique city with a diverse population.
- Experience and knowledge in developing similar plans with multiple plan elements by consultant personnel who will be directly involved with the project.
- Ability to complete the plan within a reasonable timeframe.
- Ability to maintain communication on plan development.
- Ability to involve partners and stakeholders in the planning process.
- The ability of the firm to perform the proposed work.
- The proposed fees.
- References.

### **Tentative Timeline (To Be Negotiated with Firm Selected)**

RFP Release Date: January 26th, 2023.

Responses Due: 4 p.m. February 23<sup>rd</sup>, 2023.

Interviews: Beginning week of March 20<sup>th</sup> – 24<sup>th</sup>, 2023.

Project Start: May, 2023.

Project End Date: May, 2024.

### **Budget**

The City presently has \$100,000 budgeted for this project.

### **Conditions and Limitations**

1. The City reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any responses deemed to be in the best interest of the City. A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does the City commit to pay for the costs incurred in the submission of a response to this request or for any costs incurred prior to the execution of a final contract.
2. Upon selection, a Professional Services Contract shall be prepared, negotiated, and fully executed and a notice to proceed shall be issued before work is initiated.

3. The City shall retain ownership of all documents, reports, maps, or plans prepared under contract.
4. The City reserves the right to terminate the contract by written notice if, in the City's opinion, the consultant is unable to fulfill the obligations under the contract.
5. The consultant shall not assign or transfer any interest in the contract without prior written consent of the City.





February 23, 2023

Matt Selof, Director of Community Development/Community Planner  
City of Worthington  
303 Ninth Street  
Worthington, MN 56187

**Subject: Statement of Proposal for the City-Wide Comprehensive Plan Update**

Dear Matt Selof and Members of the Selection Committee:

Establishing a long-range vision that is paired with support implementation actions that will guide development and investment city decision making for years to come is no small task. With an update to the City-Wide Comprehensive Plan, the Worthington community is positioned to create a vision and supporting actions that are reflective of the growing and changing community needs and experiences. The planning process must respond to the needs of the local community while balancing the needs of the regional context. The resulting Comprehensive Plan Update will be the tool for facilitating decision making, and must be built from diverse needs of the community. The SRF Team is excited for the opportunity to support Worthington through this exciting time for the community. Our team of highly skilled professionals offer the following to the City of Worthington:

**Applicable Planning Experience.** SRF planners have worked on a range of planning efforts, including Comprehensive Plans, zoning ordinance updates, and master planning efforts that provide applicable experiences for the City of Worthington. Over the past few years our team has completed a number of city and county Comprehensive Plans in Minnesota and neighboring states that support our understanding of Minnesota State Statutes and an understanding of planning needs within the region. This broad experience brings a suite a tools and resources that will be tailored for use in Worthington to engaged the entire community and facilitate a meaningful process.

**Dedicated Team of Professionals.** The SRF team includes experienced professionals that provide a range of expertise. The team will be led by **Stephanie Falkers, AICP**, a leader in SRF's planning practice, who has led a number of Comprehensive Plans in Minnesota and Wisconsin over the last few years. Stephanie is a strong facilitator and understands the connection of land use decisions to transportation, economic development, natural resources, and other systems. She will be supported by a strong team of planners, designers, and engineers. **Susan Miller, PE** will serve as the Project Director. Stephanie and Susan will be supported by planners **Charles Androsky, AICP, PTP, Mitchell Brouse, AICP, Greta Kurtz, Dave Sweeney, AICP**, who bring a wide range of planning expertise - from transportation planning to implementation/zoning. **Dan McNeil, AICP** is our dedicated engagement specialist who will support Stephanie. Our team also includes topical experts in public utilities, traffic engineering, and natural resource management with the inclusion of **Jon Haukaas, PE, Molly Stewart, PE, PTOE**, and **Kevin Bigalke, PE**.

**Desire to Work with the City.** Project Manager, Stephanie Falkers, enjoys the opportunity to immerse herself within a community and serve as an extension of staff. Additionally, the team is dedicated to understanding the issues and opportunities of a community defined by those that live, work, and play within it and using that to define its long-range vision and goals.

**Focus on an Accessible and Understandable Plan.** With every planning effort, SRF strives to create policies, tools, and deliverables that are easy to use, understand, and implement by all members of the community. The final documents must be easy to read and reference and will not collect dust on a shelf. We design documents that appeal to a range of readers and include graphics, tables, and charts that simplify technical information and analyses.

We are excited to present our Statement of Proposal for the City-Wide Comprehensive Plan and look forward to discussing a planning process to best serve the city. Please contact Stephanie Falkers, AICP at 763-249-6790 or [sfalkers@srfconsulting.com](mailto:sfalkers@srfconsulting.com) if you have any questions.

Sincerely,

Stephanie Falkers, AICP, Project Manager  
763.249.6790 | [sfalkers@srfconsulting.com](mailto:sfalkers@srfconsulting.com)

Sue Miller, PE, Director-Planning  
763.475.0010 | [smiller@srfconsulting.com](mailto:smiller@srfconsulting.com)



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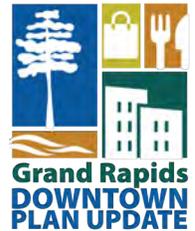
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## CURRENT ACTIVE PROJECTS

As a company of over 300 employees and eight offices across the United States, SRF has a over 500 active projects at one time. These projects span multiple disciplines and geographic areas, and rather than provide a broad list of active projects, the following list focuses on the active community planning projects.

<b>Name:</b>	<b>Focus River Falls – River Falls Comprehensive Plan, Outdoor Recreation Plan, and Bike and Pedestrian Plan</b>	
<b>Type of Project:</b>	Comprehensive Plan, Outdoor Recreation Plan, and Bike and Pedestrian Plan	
<b>Location:</b>	River Falls, Wisconsin	
<b>Firm's Role:</b>	SRF is the prime consultant, serving as the day to day contact and leading all engagement efforts, development of the Comprehensive Plan and Outdoor Recreation Plan, and coordination with the sub-consultant for the development of the Bike and Pedestrian Plan.	
<b>Status:</b>	The plans are currently in the public review phase with anticipated adoption in March of 2023.	

<b>Name:</b>	<b>Imagine 2045 – Isanti County Comprehensive Plan</b>	
<b>Type of Project:</b>	Comprehensive Plan Update	
<b>Location:</b>	Isanti County, Minnesota	
<b>Firm's Role:</b>	SRF is leading the development of the Isanti County Comprehensive Plan, including engagement, analysis and plan development.	
<b>Status:</b>	The plan is currently in progress.	

<b>Name:</b>	<b>Grand Rapids Downtown Plan Update</b>	
<b>Type of Project:</b>	Downtown Plan	
<b>Location:</b>	Grand Rapids, Minnesota	
<b>Firm's Role:</b>	SRF is the prime consultant, serving as the day to day contact and leading all engagement efforts, analysis and development of the Downtown Plan Update, and coordination with the sub-consultant for the development of economic development elements.	
<b>Status:</b>	The plan is in draft form and will undergo review and adoption in the next few months.	

<b>Name:</b>	<b>Wayzata Boulevard Corridor Study</b>
<b>Type of Project:</b>	Land Use and Transportation Study
<b>Location:</b>	Wayzata, Minnesota
<b>Firm's Role:</b>	SRF is leading the development of the Wayzata Boulevard Corridor Study which is exploring the land use potential and transportation improvements for this key corridor in Wayzata.
<b>Status:</b>	The plan is currently in progress.

<b>Name:</b>	<b>St Louis Park Small Area Plans</b>
<b>Type of Project:</b>	Master Planning
<b>Location:</b>	St. Louis Park, Minnesota
<b>Firm's Role:</b>	SRF is the prime consultant, serving as the day to day contact and leading all engagement efforts, analysis and development of the four small area plans, and coordination with the sub-consultant.
<b>Status:</b>	The plan is currently in progress.



## SRF BACKGROUND

Founded in 1961, SRF Consulting Group, Inc. has offered comprehensive, integrated consulting services to clients across the Midwest. SRF is headquartered in Minneapolis. Today, we employ over 300 knowledgeable and creative professionals with skills in diverse disciplines.

SRF brings practical and pragmatic long-range planning experience to this project. Our team leadership has experience on “both sides of the counter,” having worked as both public sector planners and consultants. Our experience in the public sector, coupled with the fact that we continue to serve in that role for some of our clients, provides us with an understanding of what it’s like to serve as local planning staff. We are responsible for interpreting, administering, and enforcing the Comprehensive Plan and connected zoning ordinance and regulatory policies.

SRF’s planners, engineers, and designers collaborate with our clients and their stakeholders to facilitate an inclusive and innovative process to determine long-range strategies and solutions. We understand the important role a Comprehensive Plan plays in maintaining and

enhancing access to a high quality of life for community members. We emphasize the importance of goals and policies that are crafted directly from community input that inform the plan analysis and creation of implementation actions. The resulting Plan should be graphically rich and understandable by a broad audience.

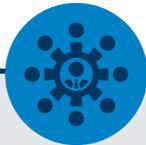
The SRF’s team experience and skills go well beyond long-range planning as we work together to create vibrant communities and dynamic experiences. Our award-winning projects range from designing roadways, bikeways, parks, and bridges to planning statewide transportation systems to revitalizing neighborhoods and urban spaces. SRF’s comprehensive services include the following:

- Community, land use, transportation, and environmental planning
- Stakeholder and community engagement
- Civil, structural, water resources, traffic, and electrical engineering
- Landscape architecture and urban design
- Intelligent transportation systems
- Visualization
- Real estate (acquisition, relocation, and appraisal)
- Project controls (scheduling and cost estimates)
- Site Development
- Surveying
- Construction administration and observation

## SRF Planning Capabilities

SRF's community planners are committed to and embrace these fundamental goals of planning: help your community to envision its future; preserve what you love about your community by planning for growth and change; ensure that growth is compatible with the city's infrastructure; and define actionable steps to move the city towards its future vision. We also provide our clients with expert assistance in:

- Stakeholder and community engagement
- Comprehensive, growth management, and land use planning
- Zoning ordinance and subdivision regulations
- Planning/zoning technical assistance; on-going or on a case-by-case basis
- Small area plans and master plans
- Transportation planning
- Training of staff, planning commissions, and elected officials



### EXCEPTIONAL PROJECT MANAGERS AND STAFF

Effective management and coordination activities are key to a successful project. Our approach provides strong, decisive project management, and we develop scopes of work that include all the tasks necessary to manage the overall project and the activities of the project team.

Stephanie Falkers, AICP will serve as the project manager for this project and will lead the public and stakeholder engagement efforts. She will serve as the day to day contact for the City of Worthington and will coordinate with staff for meeting logistics and project deliverables. Stephanie will coordinate with Sue Miller, PE to monitor hours of service and costs and ensure availability of staff to complete the project.



### DEDICATED TO THE PUBLIC, OUR CLIENTS, AND THEIR STAKEHOLDERS

At SRF, we pride ourselves in taking the complex technical information and simplifying it to ensure all stakeholders are informed and able to actively participate in the decision making process, throughout all stages of the project.

Through responsiveness to public and stakeholder needs, as well as clear and simple communication of key messages via a range of channels, we will ensure that both the public and other client stakeholders are continually updated and their concerns and ideas are being addressed.

SRF has completed dozens of comprehensive plan updates in recent years, ranging from minor updates to full rewrites. Specifically, our team specializes in plan updates for mid-size communities between 4,000 and 35,000 residents.



### PLANNING AND COMMUNITY ENGAGEMENT EXPERTISE

SRF works with cities, counties, and townships to prepare visioning efforts and comprehensive plans that address many aspects of growth, development, redevelopment, community values, and quality of life. The process of preparing a document that sets the vision of a community allows residents and community leaders to reflect upon characteristics of the past and present. These efforts provide for an opportunity to identify aspects of a community that should be preserved, and characteristics that need to change in order to improve the overall quality of life. Input is gathered through a public involvement process that can include community surveys, visual preference surveys, public open houses and meetings, pop-up events, workshops, focus groups, and online outreach.



## PAST PROJECTS

The strength of our company and our future lies in the satisfaction of our clients, which is why we strive always to exceed our clients' expectations. We have included four examples of our recent experience with similar projects on the following pages. We have also provided references for each project and the roles of each team member.

SRF Consulting Group has facilitated and written 38 comprehensive plans for cities, villages, townships, and counties across the upper Midwest. In addition, our planners have completed numerous successful downtown plans, corridor studies, transportation plans, environmental studies, zoning code updates, park master plans, and bike and pedestrian plans, and transit projects which are applicable to this effort. The team has engaged citizens, stakeholders, businesses, elected and appointed officials over the years across a number of planning and design efforts. Each engagement effort is specifically tailored to the community and project context to create opportunities for meaningful engagement.

### Wisconsin

- Jefferson County
- City of Glendale
- City of Oconomowoc
- City of River Falls
- City of Superior
- Village of Hartland

### Minnesota

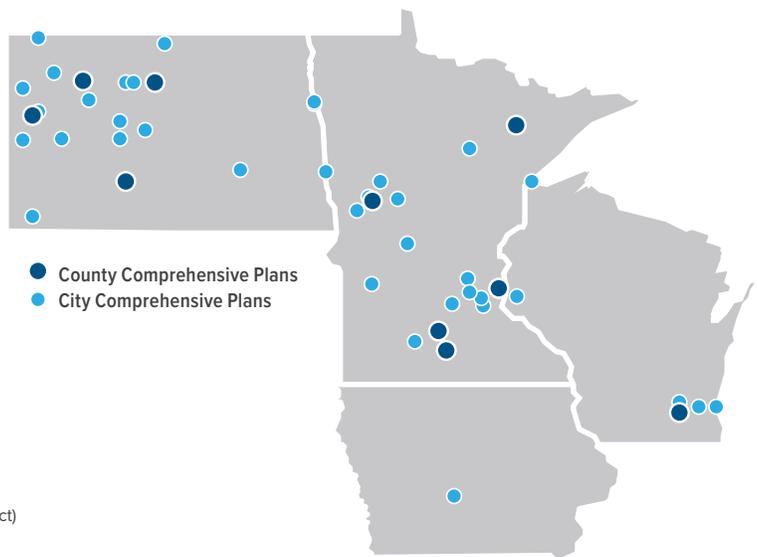
- Blue Earth County
- Otter Tail County
- Nicollet County
- St. Louis County
- Washington County
- City of Apple Valley
- City of East Grand Forks
- City of Fergus Falls
- City of Grand Rapids
- City of Marshall
- City of Norwood Young America
- City of Richfield
- City of Rogers
- City of Sauk Centre
- City of Wadena

### North Dakota

- McHenry County
- McKenzie County
- Morton County
- Mountrail County
- City of Bottineau
- City of Bowman
- City of Crosby
- City of Fargo
- City of Garrison
- City of Grand Forks
- City of Jamestown
- City of Killdeer
- City of Minot
- City of Parshall
- City of Surrey
- City of Tioga
- City of Turtle Lake
- City of Williston
- City of Watford City
- Medora Area Plan (current project)

### Iowa

- City of Waukee



## Together, our core team has

More than  
**50**  
Years  
of Combined Experience

More than  
**15,000**  
Engaged Stakeholders

**38**  
Midwest  
Comprehensive Plans

## Superior Comprehensive Plan Update

Superior, Wisconsin



Issues & Opportunities



Housing



Transportation Facilities



Community Facilities & Utilities



Implementation



Hazard Mitigation



Land Use



Agricultural, Natural & Cultural Resources



Economic Development



Intergovernmental Cooperation



Coastal Resources

SRF Consulting Group recently collaborated with the City of Superior to update the community's Comprehensive Plan. The updated plan was completed over a 14 month process, from data collection to adoption, building goals and recommendations from community input. The plan focused on meaningful and inclusive engagement early in the planning process to understand key themes, while reflecting demographic and economic changes from the 2030 Comprehensive Plan.

The 2040 Comprehensive Plan includes the nine plan elements required by Wisconsin State Statutes, and added Coastal Resources and Hazard Mitigation plan elements for the first time. These new plan elements are key considerations for the City of Superior, and SRF teamed with Baird to develop initial goals, implementation actions, and recommendations for these topics. The plan has a section dedicated to each of the plan elements which details the goals, recommendations, and implementation actions specific to that topic. Each section emphasizes existing processes, best practices, and potential tools that the city can use as it works towards their goals. In this effort, the plan focused on forward thinking, leaving elements like existing conditions to the appendix for reference.

Early engagement was a key focus for this planning process, including a stakeholder kick-off day, a community survey, and a virtual community-kick off. These conversations and tools gathered input from the community to understand experiences and needs for the future. The input gathered during these early stages was thoughtfully

analyzed by the project team and Steering Committee to identify 11 key themes that were then used to inform the goals, plan recommendations, and implementation actions. The process emphasized a comprehensive approach to planning, understanding that the opportunities of the community aligned with multiple systems and plan elements, and coordination with a broad audience is key for success. In addition to the 11 key themes identified for the plan, ten opportunities areas and five overarching plan goals were identified:

### OVERALL PLAN GOALS

- Emphasize the community's ability to connect with and celebrate the outdoors.
- Celebrate the diversity of the community's residents and visitors; natural and built environment; and historic and current trends through all decision making.
- Thoughtfully support the long-range vision for Superior identified by community input.
- Create opportunities for the community to connect with each other, through neighborhoods, events, and community spaces.
- Invest in a healthy and diverse economy that provides access to a high quality of life.

The community was engaged through every phase of the project, from an event at Earth Rider Brewing to engage on draft recommendations to a public comment period on the draft plan.



<b>Client/Reference:</b>	Jason Serck
<b>Location:</b>	Superior, Wisconsin
<b>Description:</b>	Comprehensive Plan Update
<b>Cost:</b>	\$95,000
<b>Date:</b>	January 2021 to January 2022
<b>Scope of Services Completed by SRF:</b>	Data Collection, Public Engagement, Vision and Goal Development, Plan Analysis, Implementation Plan, Plan Development

## Marshall Comprehensive Plan Update

Marshall, Minnesota



The SRF Consulting Planning Team assisted the City of Marshall with an update to the community's Comprehensive Plan. This 18-month process identified a vision and goals to guide community decision making for the next 20-years based on community input. A five step planning was used to inform the process:

1. **Understanding the Community:** This phase solidified a base understanding of the existing demographic, social, physical, and policy characteristics of the community. Learning the issues and opportunities experienced by the community through engagement was also key in setting the base understanding.
2. **Establishing a Vision:** This phase built from the understanding set in the first phase to create a vision for the community for the next 20 years.
3. **Identifying Solutions:** This phase analyzed solutions and tools for each of the plan's five elements that would aid the community in achieving their goals.

4. **Putting the Plan into Action:** This phase solidified a plan for action for the next 20 years of the community, identifying policy, regulatory, and investment actions.
5. **Solidifying the Plan:** The final phase included the drafting of the Comprehensive Plan and the adoption process.

Community engagement was a key part of this planning process. A broad range of engagement tools were used to inform the long-range planning process. From early surveys and open house conversations to final workshops and conversations on solutions, the plan was built from feedback from the community. Stakeholder conversations were an important tool used midway through the process to test ideas and concepts with topical experts within the community. These stakeholder conversations were focused around the topics of housing; local businesses; emerging professionals; diversity, equity, and inclusion; and education.



<b>Client/Reference:</b>	Jason Anderson
<b>Location:</b>	Marshall, MN
<b>Description:</b>	Comprehensive Plan Update
<b>Cost:</b>	\$60,000
<b>Date:</b>	Fall 2021 to December 2022
<b>Scope of Services Completed by SRF:</b>	Data Collection, Public Engagement, Vision and Goal Development, Plan Analysis, Implementation Plan, Plan Development

## Otter Tail County 2040 Long-Range Strategic Plan

Otter Tail County, Minnesota



SRF assisted Otter Tail County with the County’s first Long-Range Strategic Plan. This plan set a long-range vision for the County and to identify goals and implementation actions that will serve as a tool for decision makers. The effort will help answer two key questions of County leaders: What do we want our communities to look like in 20 years and What do we want to promote, encourage, and enhance?

The Long-Range Strategic Plan is a first of its kind for Otter Tail County, interims of the planning approach and comprehensive review of the County’s systems. SRF worked closely with County staff and the County Board to outline a plan for building and executing this planning effort. Early engagement with Focus Groups across four regions of the County was used to define the plan elements or focus areas that would be addressed within the Long-Range Strategic Plan:

**Resilience** – The ability to maintain and adapt the County’s identity, high quality of life and access to a healthy lifestyle in the face of environmental, social, and economic changes.

**Economy** – The County’s systems that make it a great place to live, work, and play, including housing, economic development, and education.

**Land Use** – Tools and policies for the management of growth and preservation throughout the County.

**Public Infrastructure** – Considerations for the County’s infrastructure systems, including how quality services can be maintained into the future.

**Natural Resources** – Preservation and maintenance of the quality resources throughout Otter Tail County that make it a great place to live and visit.

**Parks and Trails** – Goals and policies for the County’s outdoor recreation system and how it ties to State and Local facilities.

The priorities identified in the Plan guide county leaders in decisions about growth of services and facilities. Public engagement is a critical part of the planning process, as the community’s input is driving the



County’s long-range vision and goals. Engagement efforts included a custom project website, two online surveys, stakeholder meetings, eight open houses, and project management team meetings.

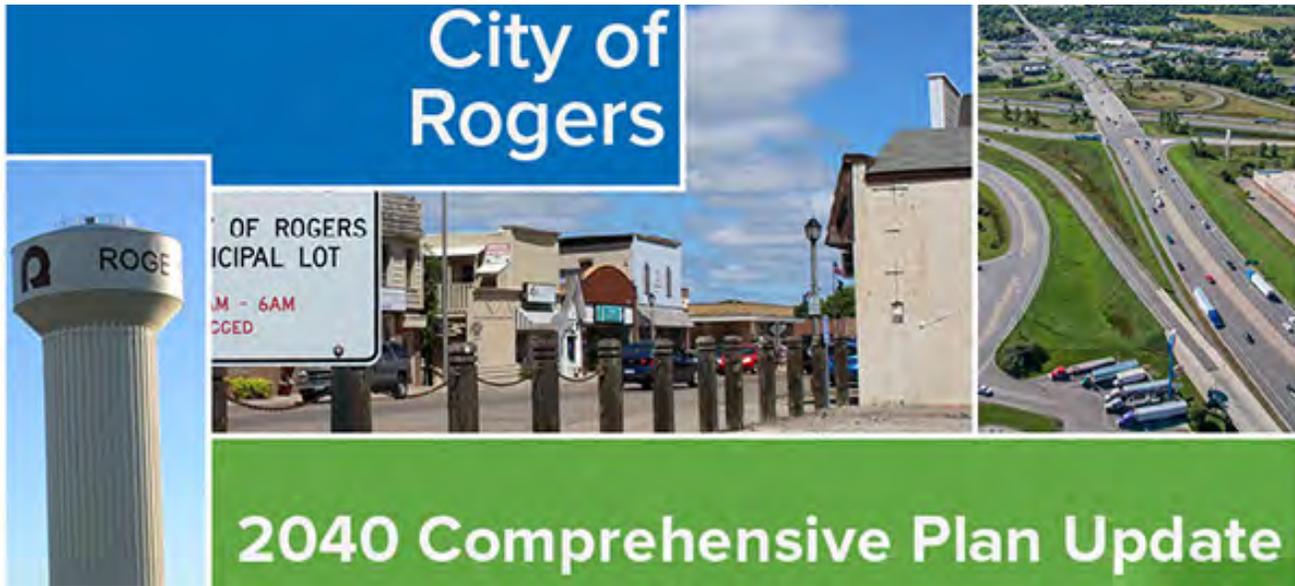
The Long-Range Strategic Plan was adopted by the Otter Tail County Board of Commissioners in the Fall of 2020.



<b>Client/Reference:</b>	Nick Leonard
<b>Location:</b>	Otter Tail County, MN
<b>Description:</b>	Strategic Plan
<b>Cost:</b>	\$120,000
<b>Date:</b>	July 2019 to October 2020
<b>Scope of Services Completed by SRF:</b>	Data Collection, Public Engagement, Vision and Goal Development, Plan Analysis, Implementation Plan, Plan Development

## Rogers 2040 Comprehensive Plan Update

Rogers, Minnesota



The City of Rogers updated their Comprehensive Plan in 2020 to align with the region’s long-range planning process. The plan serves as a guide for decision makers, providing a vision for land use, housing, transportation, parks and trails, economic development, and other city systems. Community input was a key component of this plan’s vision, focusing on input to understand values and planning needs of the community are reflected in the plan. Early engagement included an online survey that received over 600 responses from residents and community members.

The Comprehensive Plan covered seven topical areas including land use, housing, parks, open spaces, and trails, economic competitiveness, water resources, transportation, and a new addition: resiliency. The 2040 Comprehensive Plan updates managed by the Metropolitan Council required the

addition of a solar suitability analysis for all communities as part of the planning process, introducing the resiliency element for all municipalities. The City of Rogers expanded upon this requirement and added a full chapter that focused on resiliency, sustainability, adaptation, and mitigation consideration. The solutions and tools identified for the community included efficient development, environmental quality, urban tree canopy, water and air quality, healthy lifestyles, and climate response.

The 2040 Comprehensive Plan concludes with a robust implementation plan that identifies specific actions for the community to work on in achieving their goals. The implementation actions were organized by topical area to provide a direct connection to city systems and needs.

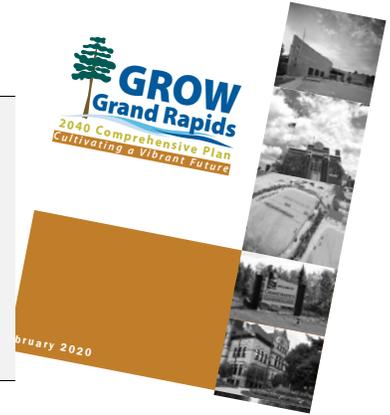


<b>Client/Reference:</b>	Steve Stahmer
<b>Location:</b>	Rogers, MN
<b>Description:</b>	Comprehensive Plan Update
<b>Cost:</b>	\$60,000
<b>Date:</b>	June 2019 to December 2022
<b>Scope of Services Completed by SRF:</b>	Data Collection, Public Engagement, Vision and Goal Development, Plan Analysis, Implementation Plan, Plan Development

## Grow Grand Rapids 2040 Comprehensive Plan

Grand Rapids, Minnesota

Implementation Strategy	On-Going Action	Short Term Action	Long Term Action	Responsible Parties
<b>Business Retention/Expansion</b>	Continue to monitor changes in the market and efforts needed for existing business retention and opportunities for expansion.	Support and participate actively in business retention and expansion programs with partners citywide, with an emphasis on primary sector businesses. Work to sustain businesses in their existing spaces, or to find new appropriate space for businesses looking to expand.	Same as Short Term Action	<b>Primary:</b> Community Development <b>Secondary:</b> Economic Development Authority (EDA)
<b>Market Research, Marketing and Promotion</b>	Continue to support actions that market Grand Rapids' identity in regional and statewide markets, particularly in key tourism and targeted industry markets.	Consistent with the desired mix of land uses as discussed in the Comprehensive Plan, engage in direct marketing and solicitation of private development interest to create value on property that Grand Rapids Economic Development Authority (GREDA) controls.  Refresh promotional efforts to market GREDA industrial parks and vacant commercial properties. Support marketing and recruitment efforts of others for new industrial tenants to the Eco-Industrial Park.  Identify retail gaps and recruit businesses that meet market needs/opportunities.  Partner with Visit Grand Rapids to commission a hotel and meeting space market study.	Encourage public and private sector entities to refresh branding and marketing goals on a regular basis.	<b>Primary:</b> Community Development <b>Secondary:</b> Economic Development Authority (EDA)



SRF Consulting worked with the City of Grand Rapids to create the Grow Grand Rapids 2040 Comprehensive Plan, which serves as a decision-making tool for officials regarding development, conservation, and public investment within the City. The updated plan reflects demographic and economic changes and incorporates updated public feedback. The Comprehensive Plan includes many aspects of the community and all geographic areas, while providing detailed analysis and recommendations for certain areas.

The Grand Rapids 2040 Comprehensive Plan includes nine chapters which describe, forecast and plan the vision of the City for the next twenty years. Chapters include a Community Profile, Values and Guiding Principles, Land Use, Housing, Economic Development, Natural Environment, Transportation, and Public Infrastructure and Services. Each chapter details the vision, policies, and recommendations related to each plan element. Economic Development was a primary focus for the city during this plan update, and SRF teamed with Economic Development Services, Inc. on this effort. For this effort, the team held additional engagement and outreach specifically targeted at the development of economic development strategies for the community.

Solidifying a Vision Statement, Community Values, and Guiding Principles that were designed to guide decision making was key for this effort. Through public engagement efforts it was clear that these statements needed to support the small town feel and character of the community that residents align with, while also exploring the big city amenities and regional draw of the community. Community values included small town living, housing variety, safe neighborhoods, sustainable infrastructure, healthy living and accessible movement, education and economic opportunities. These items were identified early in the planning process and were used to guide plan analysis within each of the plan's chapters.

The creation of an actionable plan was also key for the City of Grand Rapids. The creation of an easy to reference and usable implementation plan serves as an on-going tool for each department within the City and helps to keep the community moving towards their desired vision.

Implementation strategies were laid out within each plan chapter, with specific on-going, short term, and long-term actions defined. Additionally, primary and secondary responsible parties were identified.

The Land Use, Housing and Economic Development plan elements were key topics in this Comprehensive Plan update. A recent housing analysis provided key insights into housing needs to support the growing community, and specific economic development engagement and analysis was completed to understand market changes and needs. The housing and economic development analysis was then used to update the future land use map for the community, ensuring that adequate growth opportunities were identified as both infill and greenfield development opportunities. There are a number of large players in the community, including industrial manufacturing, the airport, and greater mining activities that were key considerations in the development of the land use plan.

The public provided input throughout the plan update, contributing to development of the future vision and corresponding principles, goals, and objectives. Public Engagement for this project included a community survey, pop-up event, economic development stakeholder interviews, a public open house, and public hearings for adoption of the plan.



<b>Client/Reference:</b>	Robert Mattei
<b>Location:</b>	Grand Rapids, Minnesota
<b>Description:</b>	Comprehensive Plan
<b>Cost:</b>	\$80,000
<b>Date:</b>	January 2019 to January 2020
<b>Scope of Services Completed by SRF:</b>	Data Collection, Public Engagement, Vision and Goal Development, Plan Analysis, Implementation Plan, Plan Development

## PUBLIC ENGAGEMENT APPROACH

Meaningful and inclusive public engagement creates opportunities for a Comprehensive Plan that is supported by the community and is ready for implementation.

Our engagement approach will be targeted to the Worthington community and will incorporate a variety of strategies. We will tailor engagement activities and promotional materials to the various demographics within the community. For example, over ten percent of the Worthington population speaks a language other than English at home. The survey and other materials can be made available in multiple languages to allow participation but a broader range of the population. Opportunities will be utilized throughout the planning process to ensure that engagement activities and materials are accessible and understandable to all community members. Efforts may include document translation, ADA accessibility, etc.

Collaboration with local community groups and organizations can also be a useful tool for event promotion. For example, working with Worthington High School to send e-blasts and communications would help to target a younger demographic. Engagement activities need to be inclusive and identify accessible opportunities for all.

SRF's public engagement efforts include the use of a range of strategies with varying levels of effectiveness (see table below).

Engagement Strategies		Level of Effectiveness						
		General Public	Elected Leaders	Youth	Elderly	Minority Populations	Low-Income Populations	Special Interest Groups
Public Forums	Traditional Open Houses (Boards)	Low			Low			
	Interactive Open Houses (Activities & Exercises)	High			High			
	Presentations to Committees & Councils		High					Low
Online Engagement	Traditional Website (Information Dissemination)							
	Enhanced Website (Comment Forms & Polls)	Low						Low
	Interactive Website (Interactive Maps & Dynamic Features)	High						High
	Social Media (Advertisement & Postings)	Low						High
Boots on the Ground	Kiosks (Unattended)							
	Pop Up Events (Staffed)	High		High	High	High	High	High
	Field Staff (Questionnaires)	Low		Low	Low	Low	Low	Low
Targeted Efforts	Newsletters, Mailings & Flyers (English)							
	Focus Group Meetings (e.g., Hispanic & Youth)			High	High	High	High	High
	Roundtable Forums (e.g., Developer Roundtable)		High	Low	Low	Low	Low	High
	Design Charrette (e.g., Multi-Day Event with Staff & Stakeholders)	High	High	Low	Low	Low	Low	High
	Field Visits with Staff & Stakeholders (e.g., Subareas, Parks & Trailheads)		High	Low	Low	Low	Low	High
	Translation of Materials to Various Languages					High		

In addition to targeting engagement and communication strategies to the various population groups, the public engagement process should be engaging and meaningful, helping to build and grow involvement throughout the process. This can be achieved through the consistent communication of project updates and activities and by demonstrating how engagement was used to drive results. This helps to build consensus throughout the planning process and gives community members a sense of ownership of the Plan's future action. If effective, participants should identify the Comprehensive Plan as their plan and will want to see it succeed.

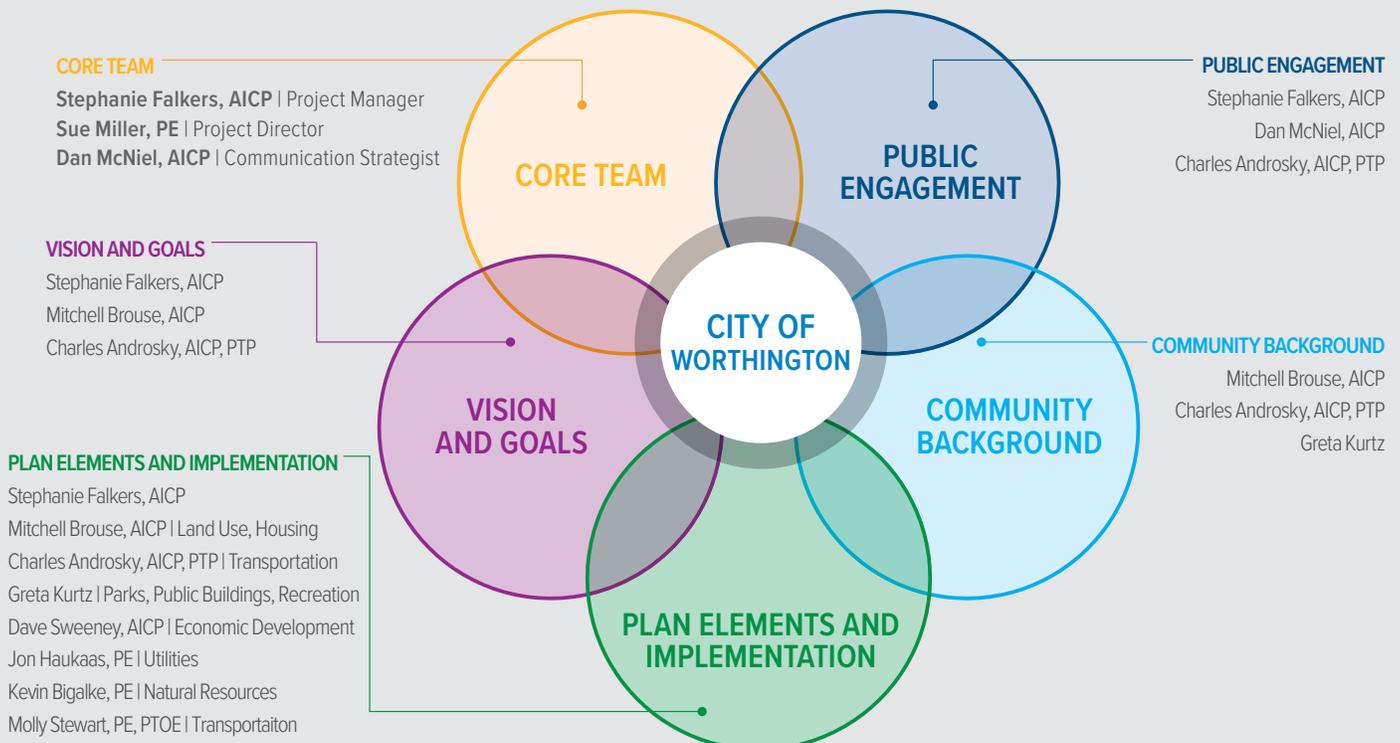
## TEAM COMPOSITION

The SRF Team is comprised of seasoned professionals who understand the complexities and opportunities the City of Worthington is facing in developing its City-Wide Comprehensive Plan, have extensive experience developing and administering long-range plans, and have the expertise to successfully engage the community.

Our team members are skilled at facilitating meaningful discussions with the public to gain constructive feedback that can be addressed and incorporated into the plan. Each team member contributes select expertise and prior experience to match the scope of work identified in this proposal. The team and their respective roles are highlighted in the organizational chart below.

The very capable planners, designers, and engineers will participate in the planning process from early data collection and mapping, to the development of plan strategies and implementation measures. Resumes for each team member highlighting project experience are included in the following pages.

Our team will be led by Stephanie Falkers, AICP, the Community Planning Practice Leader in our Minneapolis Office. Since 2010, Stephanie has been a key contributor to many Comprehensive Plans, Strategic Plans, and zoning efforts for communities in Wisconsin, Minnesota, and North Dakota. With each project, she embraces the community’s identity and future vision using a collaborative approach to develop implementable solutions. Stephanie stresses the importance of building deliverables upon meaningful public and stakeholder engagement. She strives to work collaboratively with city staff to build implementable solutions that are easy to read and reference, enabling effective use by staff, elected officials, and residents.





## STEPHANIE FALKERS, AICP I PROJECT MANAGER

Stephanie will serve as the day to day contact for the City of Worthington and will lead the facilitation of all engagement efforts. She will work closely with each SRF team member to support the planning effort and respond to community needs.

Stephanie joined SRF in 2010 as a community planner, and has participated in the development of a number of comprehensive, land use and growth management plans throughout the Midwest. Through these projects she has led stakeholder outreach, public engagement, land use analysis, goal and policy development, visioning efforts, and plan element development. Stephanie is skilled at working with both clients and the public, leading a number of projects and public engagement efforts. She has a strong background in urban design, with a degree in Landscape Architecture.

### Areas of Specialty

- Agency Coordination
- Public Involvement
- Land Use and Comprehensive Planning
- Zoning/Land Development Codes
- Site Analysis & Development
- Growth Management Planning
- Urban Development
- Community Transportation Planning

### Education

Bachelor of Science,  
Landscape Architecture,  
North Dakota State University, 2010

Bachelor of Science,  
Environmental Design,  
North Dakota State University, 2010

### Certification

American Institute of Certified  
Planners #027118

### Project Experience

[Focus River Falls, River Falls, WI.](#) Stephanie is currently serving as the project manager for the 18 month Focus River Falls planning process. This process is updating three important plans for the community: the Comprehensive Plan, Bike and Pedestrian Plan, and Outdoor Recreation Plan. The connected planning process allows for engagement events that inform all plans and connected implementation actions.

[City of Superior Comprehensive Plan, Superior, Wisconsin.](#) Stephanie served as the project manager for the 2040 update to the Superior Comprehensive Plan. This planning effort focused on inclusive and meaningful early engagement to establish a strong foundation of issues and opportunities for the plan to be built upon. The final document highlights the goals and actions identified by the community for the next twenty years, and includes a range of tools and best practices that will inform future action.

[City of Rodgers 2040 Comprehensive Land Use Plan Update, Rogers, Minnesota.](#) Stephanie led the development of the Rodgers 2040 Comprehensive Plan Update. This plan maintained the traditional components of a comprehensive plan, with focuses on the transportation and infrastructure system. The plan also embraced new and emerging elements including Resilience and Economic Competitiveness.

[City of Grand Rapids 2040 Comprehensive Plan, Grand Rapids, Minnesota.](#) Stephanie led the development of the GROW Grand Rapids planning process to update the city's long range vision and implementation plan. The plan explored updates to the city's growth management, transportation, and economic development policies to respond to current needs and conditions.

[Jefferson County Comprehensive Plan and Agricultural Preservation & Land Use Plan, Jefferson County, Wisconsin.](#) Stephanie assisted Jefferson County with the update of these two important documents. As the first county in Wisconsin to adopt an Agricultural Preservation & Land Use Plan, this document serves an important role within the county. The SRF team utilized a public engagement strategy that engaged the public on both plans, and complete analysis that considered the results of both plans to build long term consensus and plans that supported each other.

[Marshall Comprehensive Plan, Marshall, MN.](#) Stephanie recently led the long-range planning process with the City of Marshall to update their comprehensive plan. This 18 month planning process strategically used three phases of community engagement to learn and collaborate to establish a shared vision. Five topical areas directed the focus of the plan on connected infrastructure that supports community needs and growth.

[Washington County 2040 Comprehensive Plan Update, Minnesota.](#) Stephanie served as the project manager for the 2040 Comprehensive Plan Update in Washington County, Minnesota. In this role, Stephanie led public involvement efforts, including eight pop-up events and the development of an online mapping tool. She also assisted County staff with updates to the various plan elements and is assisting with a compliance review of each element to ensure minimum requirements are met.

[Otter Tail County Long-Range Strategic Plan, Otter Tail County, Minnesota.](#) Stephanie recently led the development of the Otter Tail County Long-Range Strategic Plan. This effort was the county's first land use planning process since the 1970's, and utilized public and stakeholder engagement to identify the topics that should be analyzed in this document. Stephanie led the facilitation of these exercises, which determined the plan's six elements – Resilience, Economy, Land Use, Public Infrastructure, Parks and Trails, and Natural Resources.



## MITCHELL BROUSE, AICP | PLANNER

Mitch will serve as the lead planner, supporting Stephanie through the planning process. Mitch will specifically support the land use and housing elements.

Mitchell has 7 years of planning experience in the public and private sectors. He has completed comprehensive and land use planning, environmental planning, and zoning and land use code development. His work has included projects in large metro areas, mid-sized counties, and smaller urban communities.

### Areas of Specialty

- Land Use & Comprehensive Planning
- Zoning & Development Codes
- Environmental Planning
- Transportation Planning
- Interagency Coordination

### Education

Master of Science, Urban and Regional Planning, University of Iowa, 2015

Bachelor of Art, Economics, Ripon College, 2012

### Certifications

American Institute of Certified Planners #31069

### Project Experience

[Marshall Comprehensive Plan Update, Minnesota](#). Supporting the development of the Comprehensive Plan Update. Efforts focus on the development of the future land use plan and plan element analysis. Mitchell's roles include plan analysis, data collection, zoning assessment, and GIS mapping.

[Focus River Falls, Comprehensive Plan Update, River Falls, Wisconsin](#). Currently assisting the planning process with the development of goal and policy statements and plan analysis efforts. Mitchell played a key role in the development of the Comprehensive Plan Document, including the land use, economic development and housing.

[Town of Jefferson Comprehensive Plan, Wisconsin](#). Worked with the Town Plan Commission to develop a new comprehensive plan for the Town. Presented findings, new goals and policies, and guided the plan through the adoption process.

[Johnson County, 2018 Comprehensive Plan, Iowa](#). Assisted in the development of a new vision, goals, and strategies for Johnson County. Analyzed city growth plans, past land use patterns, and environmental data to developed the County's Future Land Use Map. Assisted in public input collection through open houses, surveying, and focus groups.

[Snohomish County Tomorrow, Countywide Planning Policies, Snohomish County, Washington](#). Served as the project manager in updating the Countywide Planning Polices for Snohomish County, which provide high level planning guidance that all Snohomish County jurisdictions are required to follow. Facilitated discussions of a project steering committee made up of members of the various cities, regional and state agencies, and tribes. Completed policy development to incorporate climate change, equity, intergovernmental coordination into policy guidance. He also completed GIS mapping, analyzing existing densities, planning and zoning designations, and transit service to identify industrial and mixed-use activity centers for concentrating future growth.

[Johnson County, Zoning Administration, Iowa](#). Served as a permitting planner interpreting and implementing the County's Unified Development Ordinance. Reviewed subdivision and zoning applications for compliance with the zoning ordinance and prepare associated staff reports. Presented staff reports to the Planning and Zoning Commission, Board of Adjustment, and Board of Supervisors monthly.

[Johnson County, Unified Development Ordinance, Iowa](#). Served as the lead planner in the development and adoption of a new Unified Development Ordinance for Johnson County, Iowa, including zoning, environmental, and development regulations and standards. Developed policy memos, verbally communicated policy options to elected officials and the Planning Commission and facilitated public discussions with decision makers. Completed stakeholder interviews and focus groups to solicit feedback on community needs. Researched and developed updated code provisions and assembled an updated ordinance that was adopted in place of the old standards.



## CHARLES ANDROSKY, AICP, PTP, LEED I PLANNER

Charles will support the planning effort as a lead planner, and will also support engagement efforts and the transportation element.

Charles has seven years of combined private and public sector planning and development experience. He has managed and contributed to a diverse range of planning projects across Minnesota and Wisconsin, including at the state, city, and MPO levels. Charles has delivered technical and project management services for comprehensive planning, both short-and long-range transportation planning, community development planning, and site planning. He is certified as a planner by the American Institute of Certified Planners (AICP), certified as a Professional Transportation Planner (PTP) by the Institute of Transportation Engineers, and accredited as a Leadership in Energy and Environmental Design (LEED) Green Associate by the U.S. Green Building Council.

### Areas of Specialty

- Transportation Planning
- Community Engagement
- Multi-jurisdictional Coordination
- Land Use Planning
- Grant Writing

### Education

Master of Science, Urban and Regional Planning, University of Wisconsin, 2016

Bachelor of Science, Political Science., University of Wisconsin, 2012

Bachelor of Science, Transportation & Logistics Mgmt., University of Wisconsin, 2010

Bachelor of Science, Business Administration, University of Wisconsin, 2010

### Certifications

American Institute of Certified Planners (AICP) # 359057

Professional Transportation Planner (PTP) – Institute of Transportation Engineers #808

Leadership in Energy and Environmental Design (LEED) Green Associate - U.S. Green Building Council #11450870

### Project Experience

**Blue Earth County Long Range Transportation Plan Update, Minnesota.** Charles served as the transportation planning lead for the Long Range Transportation Plan Update in Blue Earth County, Minnesota. In this role, Charles oversaw all aspects of plan development, led data collection and analysis efforts, facilitated stakeholder engagement, and assisted County staff with updating goals and objectives to address contemporary challenges.

**County State Aid Highway 5 (Third Avenue) Corridor Study, Minnesota.** Charles recently served as transportation planning lead for a multimodal corridor study spanning Mankato, Lime Township, and Blue Earth County. This planning effort focused on performing an objective assessment of a multi-jurisdictional corridor's existing and future needs, designing a range of improvement alternatives, and evaluating potential improvements against established criteria.

**Grand Rapids Downtown Plan Update, Minnesota.** Charles participated as part of the consultant team to update the City of Grand Rapids Downtown Plan. The plan's purpose was to establish a shared vision, goals, and actions to guide long-term investments and improvements. Charles facilitated project management tasks, data collection and analysis, public engagement, and final report development. Goals, policies, and implementation measures are included within the plan to guide the City in future decision-making efforts related to land use, zoning, and economic development.

**Olson Memorial Highway Multimodal Study, Minnesota.** Charles served as transportation planning lead for the Olson Memorial Highway Multimodal Study, a multi-jurisdictional partnership between the State of Minnesota, Metro Transit, Hennepin County, and the City of Minneapolis. The purpose of the study was to address safety and mobility inclusive of all users along and across a six-lane expressway in western Minneapolis. Charles led data collection, data analysis, project purpose and need, and drafting of the final report.

**City of Washington Quiet Zone Study, Iowa.** Charles participated as part of the consultant team to investigate options to improve safety and minimize impacts of train horn noise at 12 at-grade rail crossings in Washington, Iowa. His work included facilitation of multi-jurisdictional stakeholder meetings, on-site diagnostic examination of existing conditions, scenario development and analysis, and public engagement. The study provided a comprehensive report to the City identifying a range of alternatives and prescriptive steps forward based on community desires.



## DAVE SWEENEY, AICP I PLANNER

Dave will support the planning process by through analysis efforts, specifically economic development, and the creation of an actionable implementation plan.

Dave has worked with communities across North Dakota and Minnesota to complete a variety of plans, technical work, and grants. He has collaborated with metropolitan planning agencies, growing suburbs, small cities and towns, counties, and tribal governments. Dave likes engaging with clients and stakeholders to learn about their unique challenges, opportunities, and sense of place. He strives to develop practical plans and customized solutions for each client, and enjoys using GIS to improve local insight.

### Areas of Specialty

- Land Use Planning
- Growth Management
- Ordinance Amendments
- Planning and Zoning Technical Assistance
- Transportation Planning
- Grant Writing
- Asset Management
- Geographic Information Systems

### Education

Master of Science, Urban & Regional Planning, University of Iowa, 2015

Bachelor of Music, Music Performance, Utah State University, 2007

### Certifications

American Institute of Certified Planners #32045

### Project Experience

[Grand Rapids Comprehensive Plan Update, Minnesota](#). Developed comprehensive plan elements and assisted with public engagement activities.

[Rogers Comprehensive Land Use Plan Update, Minnesota](#). Created density-based growth scenarios to guide the development of future land use alternatives, responding to Metropolitan Council planning requirements.

[City of Minot Comprehensive Plan Update, North Dakota](#). Developed comprehensive plan elements to support the land use plan update, focused on downtown redevelopment opportunities, riverfront revitalization, the Trinity hospital relocation, and other opportunities. Supported public engagement activities and community visioning process.

[City of Williston 2015 Plan Updates, North Dakota](#). Developed future land use plan in coordination with roadway development plan and corridor studies. Assisted with stakeholder meetings and public outreach.

[City of Sauk Centre 2040 Comprehensive Plan Update, Minnesota](#). Guided the community toward a consensus plan focusing on growth opportunities, land use, and the community roadway system. The plan prioritizes and prioritize areas for growth, infill, and redevelopment.

[Saint Louis County Comprehensive Land Use Plan Update, Minnesota](#). Created land use alternatives and action strategies centered around sustainable use and development of the region's natural resources.

[Theodore Roosevelt Presidential Library Foundation Library Area Master Plan, North Dakota](#). Developed a plan focused on land use changes and infrastructure improvements to support growing tourism opportunities around the City of Medora. Dave served as project manager, organizing public workshops, stakeholder meetings, and subconsultant work.

[Grand Forks 2050 Land Use Plan Updates, North Dakota](#). Completed a comprehensive land use plan to fulfill MPO requirements and City objectives. This plan focused on activating infill site and corridors to strengthen community connections and reduce public infrastructure costs

[East Grand Forks 2045 Land Use Plan, Minnesota](#). Supported community visioning process. Developed goals, objectives, and strategy recommendations.

[City of Apple Valley 2040 Comprehensive Plan Update, Minnesota](#). Led public engagement and data collection efforts for this suburban community in the Twin Cities Metro. Drafted plan materials and coordinated with subconsultants.

[City of Turtle Lake Comprehensive Plan, North Dakota](#). Created an actionable plan to sustain the community core and attract new development. The plan is a blueprint for future land use, road improvements, sidewalks and trails, and wet infrastructure.

[City of Killdeer Comprehensive Plan Update, North Dakota](#). Worked with City stakeholders to prioritize growth focus areas, create a market-based land use plan, and develop a strategic vision to revitalize Downtown.



## SUSAN MILLER, PE | PROJECT DIRECTOR

As Project Director, Sue will serve as a resource to the project management team, ensuring access to the tools and resources to actively manage the project budget and timeline.

Sue joined SRF after nearly three decades of leading county and city public works teams. Her collaborative approach resulted in innovative, sustainable and sharable solutions. While with Freeborn County, Sue led the management and operation of more than 600 miles of county highways and 179 bridges.

Sue's passion for improving safety on local roads saw her inauguration as a member of Minnesota's first County Engineer Safety Committee. Her strategic thinking and leadership within the team helped to successfully secure millions of federal highway safety dollars now annually available to all 87 counties. Sue pioneered other valuable partnerships with MnDOT including bringing the pavement assessment van to all 87 counties, timber bridge inspection methods and shared inspection tools, and piloting MnDOT's sharing of weather and road condition data.

Sue was the first and only woman to serve as the President of the National Association of County Engineers. She brought awareness to the disproportionate share of fatal and serious injury crashes on local roads and influenced federal legislation for rural road safety programs. She was also successful in streamlining federal aid processes.

### Project Experience

- **MnDOT District 6 TH 52/Goodhue County PEL Study, Goodhue County, Minnesota.**
- **MnDOT District 6 Austin Interchanges Reconstruction Preliminary and Final Design, Austin, Minnesota.**
- **Otter Tail County Highway Operations Planning Study, Otter Tail County, Minnesota.**
- **Kandiyohi County Highway Operations Dashboard Development, Kandiyohi County, Minnesota.**



## GRETA KURTZ | PLANNER

Greta will support the planning effort through contributions to data collection and data analysis. She will support the Parks, Public Buildings, and Recreation elements.

Greta joined SRF Consulting as an intern then transitioned to her current full time position as Transportation Planner I in May 2022. Greta plays a key role supporting SRF's Transportation planning projects, enhancing the project teams with her comprehensive planning and public engagement experience. Her work includes projects in both large metro areas and smaller communities.

### Project Experience

- **Focus River Falls, Comprehensive Plan Update, River Falls, Wisconsin.**
- **Grand Rapids Downtown Master Plan.**
- **Marshall Comprehensive Plan Update, Minnesota.**
- **Imagine 2045 Isanti County Comprehensive Plan Update**



## DANIEL MCNIEL, AICP | PUBLIC ENGAGEMENT

Dan will provide engagement support to the planning team, assisting in the development of the engagement plan and strategy.

Dan has five years of experience in public engagement and planning, including youth engagement, transportation planning and parks and recreation planning. He has significant experience facilitating community workshops, leading youth engagement activities, planning for connected and automated vehicles and designing long-range public participation processes. Dan is committed to developing meaningful, measurable and adaptable community engagement and is passionate about incorporating underrepresented perspectives into planning processes. Prior to coming to SRF, Dan worked with the Minneapolis Park and Recreation Board planning department and served as an AmeriCorps volunteer on the Pine Ridge Indian Reservation in South Dakota.

### Project Experience

- **Grand Rapids Downtown Plan Update, Grand Rapids, Minnesota**
- **Focus River Falls, Comprehensive Plan Update, River Falls, Wisconsin**
- **Minneapolis Park and Recreation Board Southwest Service Area Master Plan, Minnesota.**
- **Minneapolis Park and Recreation Board Mississippi Gorge Regional Park Master Plan, Minnesota.**
- **Minneapolis Park and Recreation Board East of the River Master Plan, Minnesota.**
- **City of Ramsey Circle of Ramsey Greenway Plan, Minnesota.**
- **Minneapolis Park and Recreation Board East of the River Master Plan, Minnesota.**

## ADDITIONAL RESOURCES



### JON HAUKAAS, PE | UTILITIES COORDINATION

Jon has over 25 years of experience leading Public Works Departments and understands the needs of a local government in Minnesota. His expertise includes municipal utilities, neighborhood street improvements, stormwater management, flood control, emergency management, and strategic planning. His technical experience also consists of a solid background in applying an asset management approach to long-term infrastructure planning, maintenance, and operations.



### KEVIN BIGALKE | NATURAL RESOURCES/STORMWATER

Kevin has over 25 years of water resource and watershed management experience working at local, regional, and state resource management agencies. He has previously worked as the Assistant Director for Regional Operations for the Minnesota Board of Water & Soil Resources as well as with two different watershed districts and the Minnesota Department of Natural Resources. Kevin brings a wealth of experience developing and leading watershed management plans, developing local water regulatory programs, and implementing water resource and watershed projects.



### MOLLY STEWART, PE, PTOE | TRANSPORTATION

Molly has 17 years of transportation planning and traffic engineering experience. Molly is committed to working collaboratively with clients and dedicated to providing exceptional service. Her experience includes working with state, county and municipal clients on a variety of transportation and planning projects including corridor studies, subarea studies, transportation and preservation plans, multimodal facility plans, freight studies, and funding applications. Molly is knowledgeable in all phases of project development, including issues and needs identification, alternatives development and analysis, concept and preliminary design, funding, implementation, public engagement and agency coordination.



## PROFESSIONAL REFERENCES

The strength of our company and our future lies in the satisfaction of our clients, which is why we strive to always exceed our clients' expectations. As requested in the RFP, references for four recent efforts are provided below. These efforts include projects described in the past project section, beginning on page 5.

**Superior Comprehensive Plan | City of Superior, WI**  
**Jason Serck, Planning, Economic Development & Port Director**  
**715.395.7335**

**Otter Tail County Long Range Strategic Plan | City of Marshall, MN**  
**Jason Anderson, Director of Public Works**  
**507.537.6773**

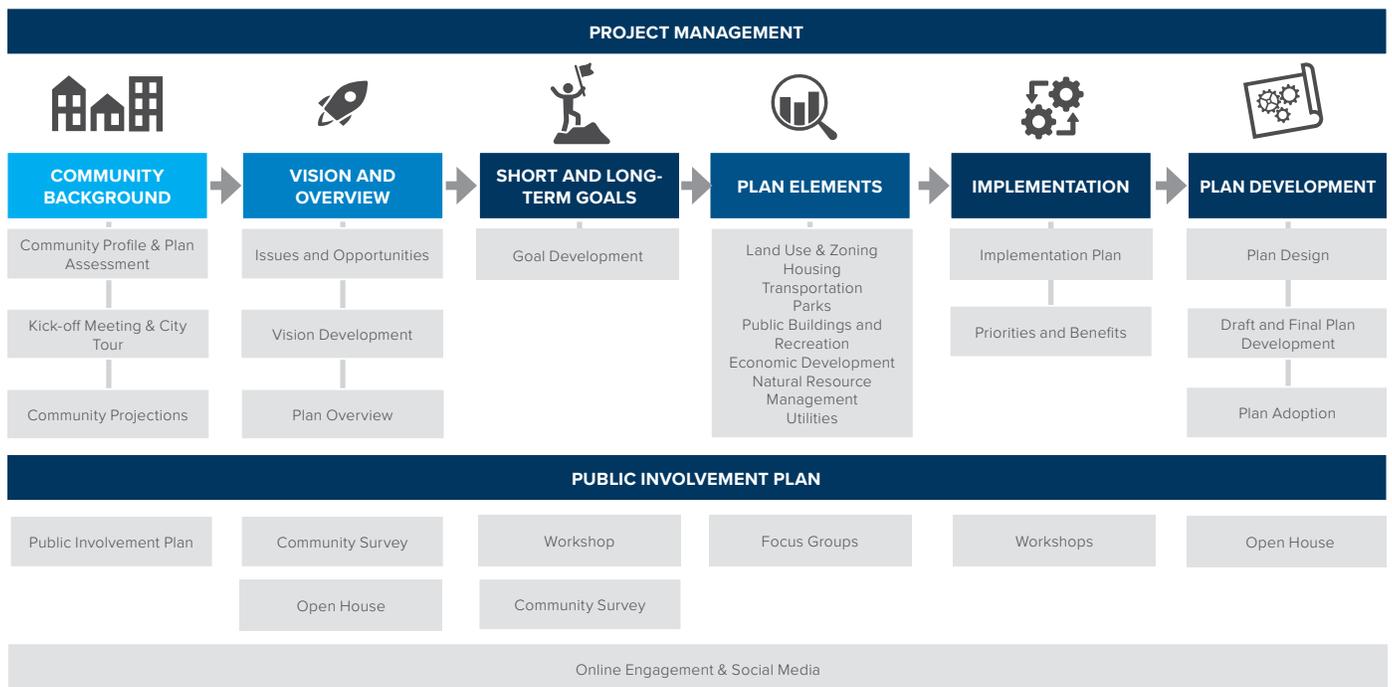
**Marshall 2040 Comprehensive Plan | Otter Tail County, MN**  
**Nick Leonard, Deputy County Administrator**  
**218.998.8057**

**Rogers 2040 Comprehensive Plan Update | City of Rogers, MN**  
**Steve Stahmer, City Administrator**  
**763.428.2253**

**GROW Grand Rapids 2040 Comprehensive Plan | City of Grand Rapids, MN**  
**Robert Mattei, Director of Community Development**  
**218.326.7622**

## APPROACH TO PROJECT

Based on our review of the RFP, understanding of the community, and our previous experience, the SRF team has outlined an approach for the completion of the Worthington Comprehensive Plan. The six primary tasks are designed to create key deliverables or technical memorandums that will guide the development of the overall plan update. Steering Committee involvement and Public Participation will be woven into each plan task.



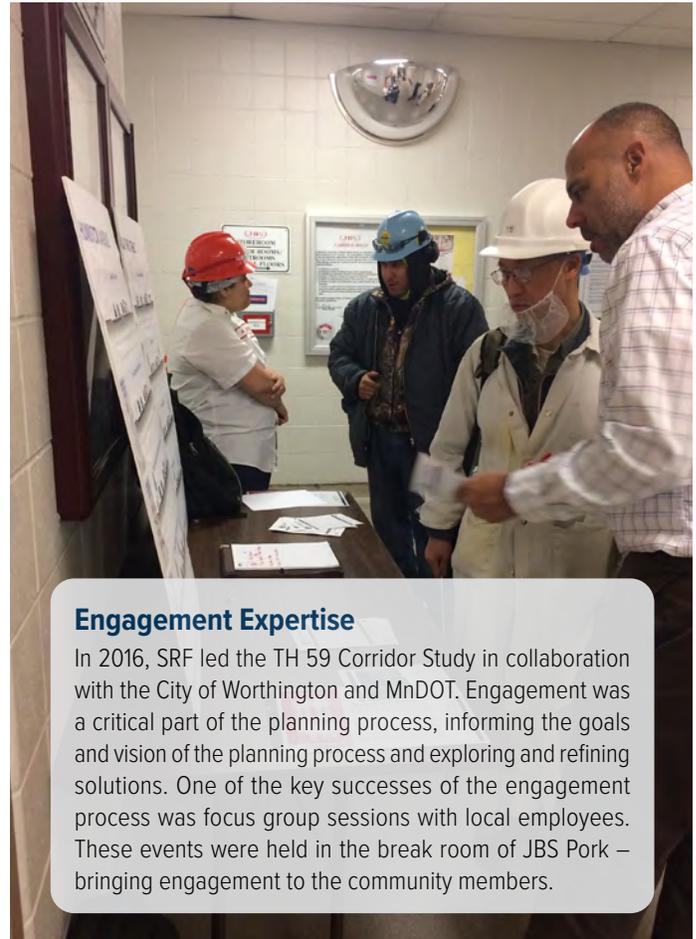
## TASK 1: ENGAGEMENT PROCESS

Public engagement is a critical aspect of effective long-range planning. It provides opportunities to educate the public and stakeholders about the planning process; learn about and understand issues and opportunities from the people who live, work, and play in the community; and build consensus on a long-range vision and implementation actions to guide decision-making across the 20-year planning horizon.

This initial task will establish the framework for engagement activities and the specific activities that will occur throughout the process. The tailored engagement activities that will inform each phase of the planning process are highlighted in the specific task.

### Task 1.1: Public Participation Plan

As the initial task in the planning process, SRF will prepare a Public Participation Plan that consists of a range of in-person, virtual, and online engagement activities. Our engagement efforts incorporate a range of activities, tools, and promotional techniques to allow for participation by community members with varying levels of comfort, time, and access. Similarly, targeted promotional efforts will be used to reach segments of the community that are not typically involved in the planning and local government process. For example, effective education and public engagement should include promotional and engagement strategies that are targeted to community members who do not speak English. Successful engagement must go beyond the simple translation of materials, but also respond to cultural environments and needs.



#### Engagement Expertise

In 2016, SRF led the TH 59 Corridor Study in collaboration with the City of Worthington and MnDOT. Engagement was a critical part of the planning process, informing the goals and vision of the planning process and exploring and refining solutions. One of the key successes of the engagement process was focus group sessions with local employees. These events were held in the break room of JBS Pork – bringing engagement to the community members.

The public participation plan will include engagement efforts across all stages of plan development using the following tools:



**Community Surveys** *An opportunity to gather a range of feedback from community members and stakeholders on a range of topics – from initial issues and opportunities to implementation recommendations. Surveys are hosted on an online platform, with physical copies available if needed.*



**In-Person Open Houses and Work Sessions** *Public open houses and work sessions continue to be a valuable part of the planning process, providing opportunities to share and collect information from a large group of residents.*



**Virtual Open Houses** *The virtual environment allows people to participate when it works with their schedule and allows opportunities to connect with various groups. Having recorded opportunities allow community members to learn and provide feedback at their convenience.*



**Social Media and Promotion** *The use of social media and other promotional tools is key to the success of a public engagement strategy. The City's existing Facebook page, newspapers, radio stations, etc. can be used share information about the planning process and upcoming engagement activities.*



**Focus Groups** *Gathering individuals with varied experiences and perspectives to discuss a specific topic or idea create an opportunity to establish broad goals and solutions.*

## Task 1.2: Steering Committee

The development of a Comprehensive Plan Steering Committee (SC) will aid the execution of a transparent planning process that is truly unique to Worthington. The SC will be established to guide the development of the Comprehensive Plan. We will work with the city to identify members of the community that represent broad perspectives and topical expertise. The membership can include policy and decision makers (City Council and Planning Commission), topical experts (city staff and commissions), the development community, and the general public. Each member will support the goals of bringing broad perspectives to create meaningful conversations to guide the plan’s development. The SRF Team will coordinate with the city to schedule, host, facilitate, and summarize the SC meetings. Based on our understanding of the project and stakeholders, we propose the following structure for consideration, responding to project needs and local practices.

<b>Membership:</b>	The SC will be comprised of a combination of city staff, council and commission representation, the development community and the general public.
<b>Role:</b>	The SC will provide review and insight into the planning process. Their role will be to actively engage in the process, ensuring that the community is heard, specific plan element conditions are defined and explored, and an honest analysis and evaluation is used.
<b>Number of Meetings:</b>	To inform all elements of the planning process, a total of six meetings are proposed for the SC. These meetings at key points in the planning process provide the needed review and collaboration to reach the project goals. The six meetings are described in Tasks 1.2.1 through 1.2.6 below.
<b>Meeting Format:</b>	A 90 minute discussion is anticipated for each meeting to allow time to present current planning activities, review deliverables, and define next steps. These meetings are proposed in a combination of in-person and virtual to align with other activities.

Meeting Details		
Task	Steering Committee Meeting	Anticipated Meeting Purpose
<b>1.2.1</b>	<b>#1 – Project Kick-Off</b>	The first meeting of the SC will be used to kick-off the planning process. This meeting will provide an opportunity for the SRF team, city staff, and SC members to review the overall scope and timeline of the planning effort, discuss roles and responsibilities, and explore initial issues and opportunities. The committee will also review the Public Participation Plan outlined in Task 1.1.  This meeting also provides an opportunity to define a “brand” for the planning process. In our experience, it can be advantageous to create a brand for the plan early on. Branding the plan can help add needed interest to the process, making advertising simpler with a unique name or phrase recognition.
<b>1.2.2</b>	<b>#2 – Issues &amp; Opportunities</b>	The second meeting of the SC will be used to review the information and input collected during Tasks 2 and 3 and using it to begin the discussion about the community vision and goals. The SC will be asked to review initial demographic data and projections, survey results, and work session input, that will be provided to members before the virtual meeting. This will facilitate a discussion of the defined issues and opportunities that can be translated into the community vision and goals.
<b>1.2.3</b>	<b>#3 – Vision, Goals &amp; Policies</b>	The third meeting of the SC will be used to review the draft community vision, goals, and policies for the Comprehensive Plan elements. Draft materials will be provided to SC membership prior to the meeting to allow for initial review and create an open dialogue of changes and updates at the meeting. The SC will provide the first review of these important elements of the Comprehensive Plan and will set the direction for future analysis.
<b>1.2.4</b>	<b>#4 – Plan Element Analysis</b>	The SC will meet for the fourth time to review the plan element analysis work of Task 4 and the results of the Focus Groups. The SC will discuss the analysis and preliminary findings for each plan element ensuring that the plan is addressing the issues and opportunities identified in the early portions of the planning process. Potential implementation actions will also be discussed throughout the meeting.
<b>1.2.5</b>	<b>#5 – Implementation Plan</b>	Our team will reconvene the SC for a fifth meeting to discuss potential implementation actions. Through this effort, the SC will review the findings of tasks completed to date and will work together to craft implementation actions and an overall plan. At this meeting, SRF will also present the outline and intent of the full Comprehensive Plan as it moves into the final stages.
<b>1.2.6</b>	<b>#6 – Draft Plan Review</b>	The sixth and final SC meeting will focus on a review of the draft plan document. Team members will be provided with the document in advance of the meeting in order to come prepared to provide comment. SRF will address updates to the plan following the SC’s input.

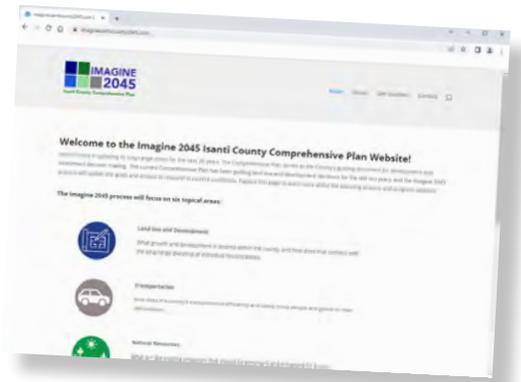
## Task 1.3: Online Engagement and Social Media

A critical component to the planning process is the dissemination of project updates and deliverables to the public and community groups. SRF will work with the city to create a Comprehensive Plan website that can be seated within the city's existing website to provide information about the planning process. This will be used as a one-stop shop for comprehensive plan information. SRF will provide updated information and language throughout the planning process to be available on the website.

Additionally, SRF will work with the city and other community organizations to maintain a social media presence throughout the planning process. Social media outlets provide an opportunity to disseminate information and advertise for upcoming engagement activities.

## Task 1.4: Planning Commission and City Council Updates

We understand that updates to various city groups and commissions may be warranted throughout the planning process to update elected and appointed officials. SRF will assist in the development of materials to update these groups and will participate in presentations as other travel opportunities allow.



*Imagine 2045 Isanti County Comprehensive Plan Website*

## TASK 2: BACKGROUND

Understanding the history and current conditions of a community provides a foundation for the planning effort. Throughout this task, the SRF team will initiate early engagement efforts, gather data, review past planning efforts and policy documents, and establish a community background that identifies existing opportunities and challenges for the next 20 years in Worthington.

### Task 2.1: Community Profile and Plan Assessment

This task is focused on the gathering of a range of existing conditions data that helps to tell the story of Worthington's history and current conditions. Demographic data will be collected and reviewed to understand the history and current conditions of the community using a range of available data sources. Physical data about Worthington will also be mapped using available GIS and other data sources. This data will be used to inform the issues and opportunities analysis for each plan element and will provide a baseline for long-range planning to build upon.

The City's current Comprehensive Plan has been informing decision making since 2004. Additionally, the city and regional/state partners have completed various planning documents over the last 18 years that provide vital information about the city's systems and conditions that should be integrated into the planning process. A plan assessment will be completed to review these plans and identify components that provide tools or references for the Comprehensive Plan update.

The existing conditions data and plan assessment will be recorded in Community Profile Memorandum that sets the foundation of the planning process.

### Task 2.2: Plan Kick-Off and City Tour

Early in the planning process, SRF will meet with city staff to kick-off the plan update. This task is intended to provide an opportunity to kick-off the Comprehensive Plan Update for both the consultant team and city staff. This task includes a day of meetings and a city tour to kick-off the project, collect data, and learn from each other. The kick-off process includes hour long meetings with various department heads, staff groups, and community organizations (if identified by the city) and dedicated time for a tour of Worthington with the city's project manager. This provides an opportunity to share the planning process with all staff, understand their expectations, and gather initial input. The SRF team will work the city's project manager to identify the groups to meet with for this process. An agenda and data needs list will be prepared for each meeting.

The first meeting will be with the city's project manager to refine the public participation plan and to discuss and document staff expectations regarding channels of communication, project management, and staff/consultant roles and responsibilities, project approach, data provided by the city, other sources of data, scheduling of SC meetings, and possible timing of public engagement events.

### Task 2.3: Community Projections

Our team will also work to establish an idea of "where can the city go" by exploring projections for population, housing, workforce, and employment growth over the 20-year planning horizon. This task will utilize historic trends and local/regional projections to establish and growth scenario that will inform the development of the plan.

## TASK 3: VISION/OVERVIEW OF THE PLAN

### Task 3.1: Community Survey and Open House

After completion of the kick-off event, SRF will begin early engagement activities to help educate the public about the planning process and learn about community opinions. Early engagement efforts will include a Community Survey and Open House.

## Community Survey

An early community survey is an opportunity to engage residents at an early stage and gather initial feedback about their likes, dislikes, and hopes for the City of Worthington. To develop the survey, SRF will review the results of recent public engagement activities and will draw upon surveys SRF has prepared for other communities. Questions will also be generated as a result of discussions with city staff and the SC regarding more recent and relevant issues in the community. A tailored survey will be developed for Worthington that will be reviewed by staff and the SC before finalization. The survey will be aimed at gathering input from the public regarding growth and development, community character, quality of life, aesthetics, economic issues, services, and other aspects of life that will contribute to the Comprehensive Plan.

The survey will be disseminated via an online engagement tool such as Survey Monkey. Additionally, physical surveys can be developed and distributed to engage community groups that may need another option for engagement. SRF staff will work with the city to disseminate information about the survey, and the planning process in general, through social media channels, newspaper ads, email blasts, utility mailings, etc. Additional opportunities to distribute this survey will be explored with the city, including distribution of the survey directly to community groups and schools. For example, local schools can be immensely helpful in gaining feedback from students, Worthington’s potential future residents and workforce.



## Issues and Opportunities Open House

Early engagement with the public is important to bring awareness of the planning process and to gather key initial input. To directly engage the public early in the process, we propose a public information and work session dedicated to understanding current issues and opportunities experienced by community members and stakeholders. Various facilitation tools will be used during an in person and online open house to ask questions and gather feedback during a live engagement activity. The presentation and activities will also be available after the meeting for those that could not attend. Engagement activities will be tailored to understand what topics are of most concern for the future of community members and what existing opportunities need to be built upon. This input will directly influence additional data collection and the identification of issues and opportunities in Task 2. Potential questions include:

*What is your favorite place to visit?*

*What is your favorite characteristic of Worthington?*

*What is your biggest concern for the future of your community?*

*What is the biggest contributor to a high quality of life for you in Worthington?*

*What recreation elements or features have you seen in other places that you would like to see more of in Worthington?*

Input gathered during this work session will be supplemented by the Community Survey.

## Task 3.2: Issues and Opportunities

This phase is aimed to gather and define issues and opportunities for all the plan elements, including land use and zoning, housing, transportation, parks, public buildings and recreation, economic development, natural resource management, and utilities. This task will incorporate information learned through the Community Profile and Early Engagement to compile a list of issues and opportunities that the community may want to address through this planning process.

## Task 3.3: Vision Development

This task will build from the issues and opportunities identified in Task 3.2 to establish a vision for Worthington for the next 20-years. This vision statement should be crafted in a manner that can inform decisions by the City Council but is also accessible and understandable to the community.

## Task 3.4: Plan Overview

This task will focus will establishing an overview of the Comprehensive Plan and overall process. This overview will be used within the final document as an executive summary, but will also serve as a beneficial tool for educating the public on the overall plan.

## TASK 4: SHORT AND LONG-TERM GOALS

### Task 4.1: Goal Development

This task includes the development of goals and policies for the Comprehensive Plan. Goals and policies should be practical for use by city staff, officials, developers and the public. The SRF team will use the information gathered in prior tasks, including early engagement, the community profile, analysis of existing plans and policies, and identified issues and opportunities, to prepare short and long-term goals and policies for the



**Land Use & Zoning.** Serving as a guide for future zoning and subdivision decisions, the land use element serves a core function of the Comprehensive Plan. The element will include an existing land use plan and a future land use plan to align with the new goals established in the planning process. Additionally, this element must consider the policy updates needed to achieve the future land use plan and the design of the resulting community. This effort will explore the existing sense of place throughout Worthington neighborhoods and identify opportunities to enhance existing design or introduce a new sense of place.

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Comprehensive Plan Update. We suggest that the initial version remains a work in progress throughout the development of the draft plan, to ensure that public input, future land use decisions, and plan strategies are reflected in the final wording of these guiding principles.

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## TASK 6: IMPLEMENTATION

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Chapter 11 of the Focus River Falls Comprehensive Plan

### Task 6.2: Complexity and Benefits

To support the actions identified within Task 6.1, the team will explore the complexity and benefit of each action as an additional tool to inform future decision making. This effort will establish a level of complexity for taking action and a level of benefit in aiding the community in achieving the established goals. When used together, the complexity and benefit create a tool for the city to use in determining what actions to take on.

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## TASK 7: PLAN DEVELOPMENT

The Comprehensive Plan looks to summarize the input and results of an important planning effort into a concise, readable, and accessible document. This task includes the development of a draft and final Comprehensive Plan.

## Task 7.1: Plan Design

The design and layout of the Comprehensive Plan is an important component of the planning process. The format should provide easy to find and reference information for not only staff and elected officials, but the public and community stakeholders. SRF has developed a range of comprehensive plans that can be reviewed with staff to identify a desired plan outline and considerations for format and layout. Our team will assess graphical needs for the plan, including charts, maps, and figures that help to illustrate planning themes and topics. GIS maps, tables and charts will be used throughout the document.

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The Comprehensive Plan will consist of a concise compilation of important and relevant plan elements, such as goals and policies, population and employment projections, land use opportunities and constraints, the future land use map, and an implementation plan. The plan is intended to be one that is easy to read and understand and will be referenced on a regular basis by City staff and community members.

## Task 7.3: Open House

The final engagement opportunity will provide the public with an opportunity to review the Draft Comprehensive Plan and provide input prior to the development of the final draft. An open house will provide an overview of the plan for the community and allow for comments to be received prior to finalization. During this process, SRF will identify how the issues and opportunities identified from the early public engagement were used to guide the development of the draft plan element. This helps to build a consensus with the public and stakeholders that their input was heard and used to inform the process. An open house will be used to share the draft plan and gather community input and feedback. Similar to the other online engagement efforts, live discussion will occur during the meeting and a recording will be available via the project website for later viewing. A public comment period will remain open following the open house to gather additional feedback prior to adoption.

## Task 7.4: Plan Adoption

Stephanie Falkers will support city staff with meeting preparation and attendance of the public hearings for the Planning Commission and City Council for the adoption of the Comprehensive Plan.

## TASK 8: PROJECT MANAGEMENT

Our team believes that successful projects are those in which all team members work together towards a common goal, communicate effectively, and do what is necessary to meet the needs of the client and the project. At the same time, the project manager must be able to receive, evaluate and disseminate information in an appropriate and timely manner. The team's project manager, Stephanie Falkers, AICP, will be the primary contact for the City of Worthington throughout the process.

This task includes coordinating the project team, monitoring schedule and budget and providing monthly progress reports. Stephanie will ensure open communication regarding project milestones and deliverables throughout the project process. Oversight and assistance will be given by Susan Miller, PE as the Project Director. Effective project management is important to the success of a complex project such as a comprehensive plan update.

We recognize the importance of communication between the consultant and the City to ensure the project is delivered on time and within budget. We will provide bi-weekly updates on project status via phone and email to review the progress of the plan's development. We will also provide monthly progress reports via email. This task also includes monitoring of the project budget, schedule, review of project invoices, management.



*"One of the best parts of my job is getting to know the people that make up each community we work in. I enjoy understanding what they love about the place they call home, and their ideas for how to make it even better. I also enjoy immersing myself into the community, serving as an extension of city staff."*

*- Stephanie Falkers,  
Senior Project Manager*

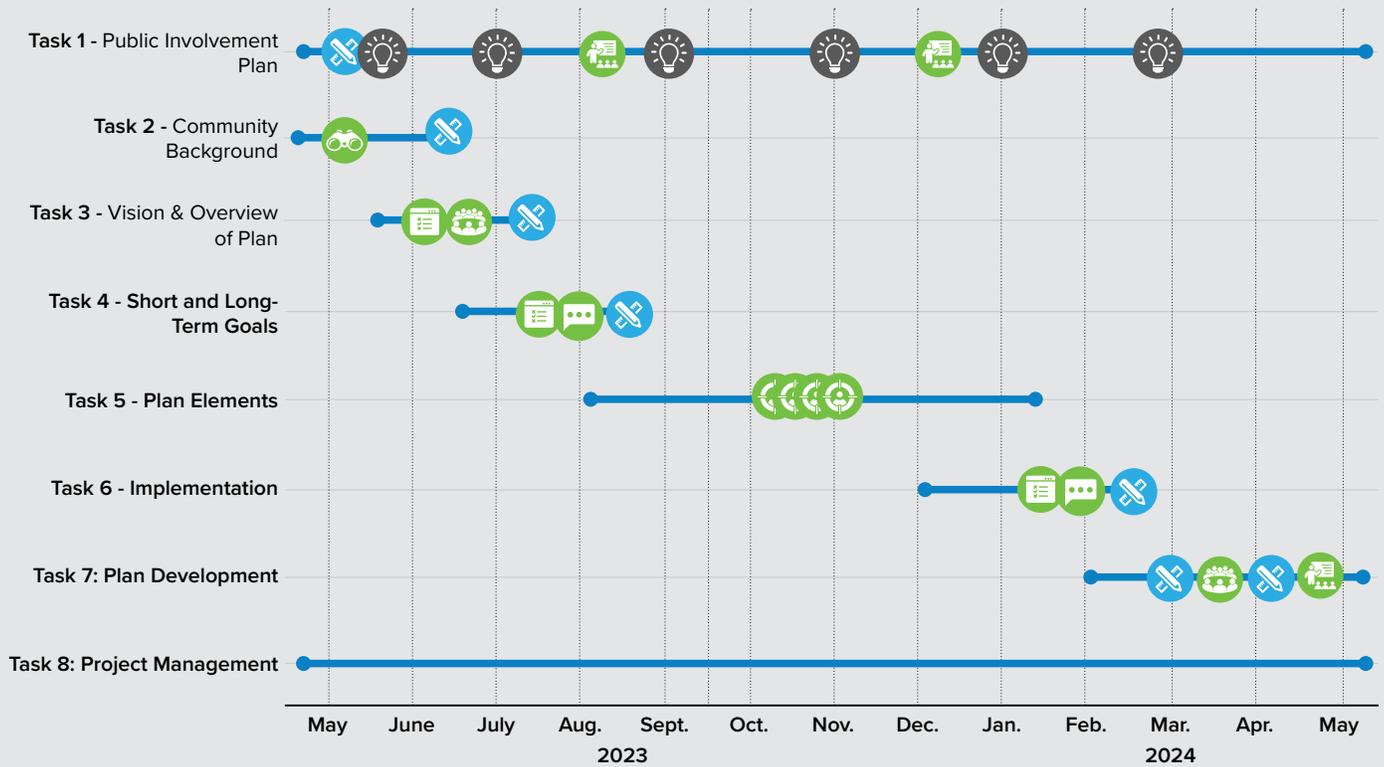
## FEE STRUCTURE

The following graphic illustrates a general timeline for the completion of the project identified for the development of the Comprehensive Plan. Based on our understanding of the City of Worthington’s goals for the City-Wide Comprehensive Plan, we have estimated a project budget based on the proposed approach discussed in this proposal. We understand that this fee estimate may be modified and refined as the scope is confirmed with city staff. At this time, it is assumed that a majority of the engagement activities will include an in-person component of the meeting, unless otherwise noted in the work plan. The total not to exceed cost estimate is \$99,702.

	Hours	Cost
Task 1 – Public Involvement Plan	100	\$16,462.00
Task 2 – Background	60	\$9,244.00
Task 3 – Vision/Overview of the Plan	64	\$10,012.00
Task 5 – Short and Long-Term Goals	44	\$7,036.00
Task 4 – Plan Elements	128	\$19,300.00
Task 6 – Implementation	66	\$10,036.00
Task 7 – Plan Development	136	\$20,644.00
Task 8 – Project Management	26	\$5,476.00
<b>Labor Total</b>	<b>624</b>	<b>\$98,210.00</b>
<b>Expenses</b>		
Printing and Copies	250 @ \$0.35/copy	\$87.50
Mileage	2,100 @ \$0.625/mile	\$1,312.50
Meals	16 @ \$15/meal	\$240.00
<b>Expenses Total</b>		<b>\$1,640.00</b>
<b>Total:</b>		<b>\$99,850.00</b>

## ESTIMATED TIME FOR COMPLETION

The following graphic illustrates a general timeline for the completion of the Comprehensive Plan. We understand that the City anticipates final adoption of the Plan in May of 2024. The following timeline outlines the overall process for analysis, development and engagement.



- Kick-Off Meeting
- Focus Group Meetings
- Open Houses
- Survey
- Workshops
- Planning Commission & City Council Meetings
- Steering Committee Meeting
- Deliverable

GRAY



# Scope of Work

## TASK 1: ENGAGEMENT PROCESS

Public engagement is a critical aspect of effective long-range planning. It provides opportunities to educate the public and stakeholders about the planning process; learn about and understand issues and opportunities from the people who live, work, and play in the community; and build consensus on a long-range vision and implementation actions to guide decision-making across the 20-year planning horizon.

This initial task will establish the framework for engagement activities and the specific activities that will occur throughout the process. The tailored engagement activities that will inform each phase of the planning process are highlighted in the specific task.

### Task 1.1: Public Participation Plan

As the initial task in the planning process, SRF will prepare a Public Participation Plan that consists of a range of in-person, virtual, and online engagement activities. Our engagement efforts incorporate a range of activities, tools, and promotional techniques to allow for participation by community members with varying levels of comfort, time, and access. Similarly, targeted promotional efforts will be used to reach segments of the community that are not typically involved in the planning and local government process. For example, effective education and public engagement should include promotional and engagement strategies that are targeted to community members who do not speak English. Successful engagement must go beyond the simple translation of materials, but also respond to cultural environments and needs.

### Task 1.2: Steering Committee

The development of a Comprehensive Plan Steering Committee (SC) will aid the execution of a transparent planning process that is truly unique to Worthington. The SC will be established to guide the development of the Comprehensive Plan. We will work with the city to identify members of the community that represent broad perspectives and topical expertise. The membership can include policy and decision makers (City Council and Planning Commission), topical experts (city staff and commissions), the development community, and the general public. Each member will support the goals of bringing broad perspectives to create meaningful conversations to guide the plan’s development. The SRF Team will coordinate with the city to schedule, host, facilitate, and summarize the SC meetings. Based on our understanding of the project and stakeholders, we propose the following structure for consideration, responding to project needs and local practices.

<b>Membership:</b>	The SC will be comprised of a combination of city staff, council and commission representation, the development community and the general public.
<b>Role:</b>	The SC will provide review and insight into the planning process. Their role will be to actively engage in the process, ensuring that the community is heard, specific plan element conditions are defined and explored, and an honest analysis and evaluation is used.
<b>Number of Meetings:</b>	To inform all elements of the planning process, a total of six meetings are proposed for the SC. These meetings at key points in the planning process provide the needed

	review and collaboration to reach the project goals. The six meetings are described in Tasks 1.2.1 through 1.2.6 below.
<b>Meeting Format:</b>	A 90 minute discussion is anticipated for each meeting to allow time to present current planning activities, review deliverables, and define next steps. These meetings will be held in-person.

Meeting Details		
Task	Steering Committee Meeting	Anticipated Meeting Purpose
1.2.1	<b>#1 – Project Kick-Off</b>	<p>The first meeting of the SC will be used to kick-off the planning process. This meeting will provide an opportunity for the SRF team, city staff, and SC members to review the overall scope and timeline of the planning effort, discuss roles and responsibilities, and explore initial issues and opportunities. The committee will also review the Public Participation Plan outlined in Task 1.1.</p> <p>This meeting also provides an opportunity to define a “brand” for the planning process. In our experience, it can be advantageous to create a brand for the plan early on. Branding the plan can help add needed interest to the process, making advertising simpler with a unique name or phrase recognition.</p>
1.2.2	<b>#2 – Issues &amp; Opportunities</b>	<p>The second meeting of the SC will be used to review the information and input collected during Tasks 2 and 3 and using it to begin the discussion about the community vision and goals. The SC will be asked to review initial demographic data and projections, survey results, and work session input, that will be provided to members before the virtual meeting. This will facilitate a discussion of the defined issues and opportunities that can be translated into the community vision and goals.</p>
1.2.3	<b>#3 – Vision, Goals &amp; Policies</b>	<p>The third meeting of the SC will be used to review the draft community vision, goals, and policies for the Comprehensive Plan elements. Draft materials will be provided to SC membership prior to the meeting to allow for initial review and create an open dialogue of changes and updates at the meeting. The SC will provide the first review of these important elements of the Comprehensive Plan and will set the direction for future analysis.</p>
1.2.4	<b>#4 – Plan Element Analysis</b>	<p>The SC will meet for the fourth time to review the plan element analysis work of Task 4 and the results of the Focus Groups. The SC will discuss the analysis and preliminary findings for each plan element ensuring that the plan is addressing the issues and opportunities identified in the early portions of the planning process. Potential implementation actions will also be discussed throughout the meeting.</p>
1.2.5	<b>#5 – Implementation Plan</b>	<p>Our team will reconvene the SC for a fifth meeting to discuss potential implementation actions. Through this effort, the SC will review the findings of tasks completed to date and will work together to craft implementation actions and an overall plan. At this meeting, SRF will also present the outline and intent of the full Comprehensive Plan as it moves into the final stages.</p>

Meeting Details		
Task	Steering Committee Meeting	Anticipated Meeting Purpose
1.2.6	#6 – Draft Plan Review	The sixth and final SC meeting will focus on a review of the draft plan document. Team members will be provided with the document in advance of the meeting in order to come prepared to provide comment. SRF will address updates to the plan following the SC's input.

### Task 1.3: Online Engagement and Social Media

A critical component to the planning process is the dissemination of project updates and deliverables to the public and community groups. SRF will work with the city to create a Comprehensive Plan website that can be seated within the city’s existing website to provide information about the planning process. This will be used as a one-stop shop for comprehensive plan information. SRF will provide updated information and language throughout the planning process to be available on the website.

Additionally, SRF will work with the city and other community organizations to maintain a social media presence throughout the planning process. Social media outlets provide an opportunity to disseminate information and advertise for upcoming engagement activities.

### Task 1.4: Planning Commission and City Council Updates

We understand that updates to various city groups and commissions may be warranted throughout the planning process to update elected and appointed officials. SRF will assist in the development of materials to update these groups and will participate in presentations as other travel opportunities allow.

## TASK 2: BACKGROUND

Understanding the history and current conditions of a community provides a foundation for the planning effort. Throughout this task, the SRF team will initiate early engagement efforts, gather data, review past planning efforts and policy documents, and establish a community background that identifies existing opportunities and challenges for the next 20 years in Worthington.

### Task 2.1: Community Profile and Plan Assessment

This task is focused on the gathering of a range of existing conditions data that helps to tell the story of Worthington’s history and current conditions. Demographic data will be collected and reviewed to understand the history and current conditions of the community using a range of available data sources. Physical data about Worthington will also be mapped using available GIS and other data sources. This data will be used to inform the issues and opportunities analysis for each plan element and will provide a baseline for long-range planning to build upon.

The City’s current Comprehensive Plan has been informing decision making since 2004. Additionally, the city and regional/state partners have completed various planning documents over the last 18 years that provide vital information about the city’s systems and conditions that should be integrated into the planning process. A plan assessment will be completed to review these plans and identify components

that provide tools or references for the Comprehensive Plan update.

The existing conditions data and plan assessment will be recorded in Community Profile Memorandum that sets the foundation of the planning process.

### **Task 2.2: Plan Kick-Off and City Tour**

Early in the planning process, SRF will meet with city staff to kick-off the plan update. This task is intended to provide an opportunity to kick-off the Comprehensive Plan Update for both the consultant team and city staff. This task includes a day of meetings and a city tour to kick-off the project, collect data, and learn from each other. The kick-off process includes hour long meetings with various department heads, staff groups, and community organizations (if identified by the city) and dedicated time for a tour of Worthington with the city's project manager. This provides an opportunity to share the planning process with all staff, understand their expectations, and gather initial input. The SRF team will work the city's project manager to identify the groups to meet with for this process. An agenda and data needs list will be prepared for each meeting.

The first meeting will be with the city's project manager to refine the public participation plan and to discuss and document staff expectations regarding channels of communication, project management, and staff/consultant roles and responsibilities, project approach, data provided by the city, other sources of data, scheduling of SC meetings, and possible timing of public engagement events.

### **Task 2.3: Community Projections**

Our team will also work to establish an idea of "where can the city go" by exploring projections for population, housing, workforce, and employment growth over the 20-year planning horizon. This task will utilize historic trends and local/regional projections to establish and growth scenario that will inform the development of the plan.

## **TASK 3: VISION/OVERVIEW OF THE PLAN**

### **Task 3.1: Community Survey and Open House**

After completion of the kick-off event, SRF will begin early engagement activities to help educate the public about the planning process and learn about community opinions. Early engagement efforts will include a Community Survey and Open House.

#### **Community Survey**

An early community survey is an opportunity to engage residents at an early stage and gather initial feedback about their likes, dislikes, and hopes for the City of Worthington. To develop the survey, SRF will review the results of recent public engagement activities and will draw upon surveys SRF has prepared for other communities. Questions will also be generated as a result of discussions with city staff and the SC regarding more recent and relevant issues in the community. A tailored survey will be developed for Worthington that will be reviewed by staff and the SC before finalization. The survey will be aimed at gathering input from the public regarding growth and development, community character, quality of life, aesthetics, economic issues, services, and other aspects of life that will contribute to the Comprehensive Plan.

The survey will be disseminated via an online engagement tool such as Survey Monkey. Additionally, physical surveys can be developed and distributed to engage community groups that may need another option for engagement. SRF staff will work with the city to disseminate information about the survey, and the planning process in general, through social media channels, newspaper ads, email blasts, utility mailings, etc. Additional opportunities to distribute this survey will be explored with the city, including distribution of the survey directly to community groups and schools. For example, local schools can be immensely helpful in gaining feedback from students, Worthington's potential future residents and workforce.

### **Issues and Opportunities Open House**

Early engagement with the public is important to bring awareness of the planning process and to gather key initial input. To directly engage the public early in the process, we propose a public information and work session dedicated to understanding current issues and opportunities experienced by community members and stakeholders. Various facilitation tools will be used during an in person and online open house to ask questions and gather feedback during a live engagement activity. The presentation and activities will also be available after the meeting for those that could not attend. Engagement activities will be tailored to understand what topics are of most concern for the future of community members and what existing opportunities need to be built upon. This input will directly influence additional data collection and the identification of issues and opportunities in Task 2. Potential questions include:

- What is your favorite place to visit?
- What is your favorite characteristic of Worthington?
- What is your biggest concern for the future of your community?
- What is the biggest contributor to a high quality of life for you in Worthington?
- What recreational elements or features have you seen in other places that you would like to see more of in Worthington?

### **Task 3.2: Issues and Opportunities**

This phase is aimed to gather and define issues and opportunities for all the plan elements, including land use and zoning, housing, transportation, parks, public buildings and recreation, economic development, natural resource management, and utilities. This task will incorporate information learned through the Community Profile and Early Engagement to compile a list of issues and opportunities that the community may want to address through this planning process.

### **Task 3.3: Vision Development**

This task will build from the issues and opportunities identified in Task 3.2 to establish a vision for Worthington for the next 20-years. This vision statement should be crafted in a manner that can inform decisions by the City Council but is also accessible and understandable to the community.

### **Task 3.4: Plan Overview**

This task will focus on establishing an overview of the Comprehensive Plan and overall process. This overview will be used within the final document as an executive summary but will also serve as a beneficial

tool for educating the public on the overall plan.

## TASK 4: SHORT AND LONG-TERM GOALS

### Task 4.1: Goal Development

This task includes the development of goals and policies for the Comprehensive Plan. Goals and policies should be practical for use by city staff, officials, developers and the public. The SRF team will use the information gathered in prior tasks, including early engagement, the community profile, analysis of existing plans and policies, and identified issues and opportunities, to prepare short and long-term goals and policies for the Comprehensive Plan Update. We suggest that the initial version remains a work in progress throughout the development of the draft plan, to ensure that public input, future land use decisions, and plan strategies are reflected in the final wording of these guiding principles.

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The Comprehensive Plan will consist of a concise compilation of important and relevant plan elements, such as goals and policies, population and employment projections, land use opportunities and constraints, the future land use map, and an implementation plan. The plan is intended to be one that is easy to read and understand and will be referenced on a regular basis by City staff and community members.

### **Task 7.3: Open House**

The final engagement opportunity will provide the public with an opportunity to review the Draft Comprehensive Plan and provide input prior to the development of the final draft. An open house will provide an overview of the plan for the community and allow for comments to be received prior to finalization. During this process, SRF will identify how the issues and opportunities identified from the early public engagement were used to guide the development of the draft plan element. This helps to build a consensus with the public and stakeholders that their input was heard and used to inform the process. An open house will be used to share the draft plan and gather community input and feedback. Similar to the other online engagement efforts, live discussion will occur during the meeting and a recording will be available via the project website for later viewing. A public comment period will remain open following the open house to gather additional feedback prior to adoption.

### **Task 7.4: Plan Adoption**

Stephanie Falkers will support city staff with meeting preparation and attendance of the public hearings for the Planning Commission and City Council for the adoption of the Comprehensive Plan.

## **TASK 8: PROJECT MANAGEMENT**

Our team believes that successful projects are those in which all team members work together towards a common goal, communicate effectively, and do what is necessary to meet the needs of the client and the project. At the same time, the project manager must be able to receive, evaluate and disseminate information in an appropriate and timely manner. The team's project manager, Stephanie Falkers, AICP, will be the primary contact for the City of Worthington throughout the process.

This task includes coordinating the project team, monitoring schedule and budget and providing monthly progress reports. Stephanie will ensure open communication regarding project milestones and deliverables throughout the project process. Oversight and assistance will be given by Susan Miller, PE as the Project Director. Effective project management is important to the success of a complex project such as a comprehensive plan update.

We recognize the importance of communication between the consultant and the City to ensure the project is delivered on time and within budget. We will provide bi-weekly updates on project status via phone and email to review the progress of the plan's development. We will also provide monthly progress reports via email. This task also includes monitoring of the project budget, schedule, review of project invoices, management.

## **TASK 9: ADDITIONAL TASKS**

### **Task 9.1: Comprehensive Plan 101: City Council Workshop**

As primary implementers of the Comprehensive Plan, a core understanding of the Comprehensive Plan and how it is used is important for the City Council. As an initial task of the planning process, the SRF team will host an in-person 2 to 3 hour workshop with the City Council to provide an overview of the plan, the Statutory requirements, the update process, and a look ahead to implementation. The SRF team will prepare the agenda, materials and activities for the workshop. The session will include a combination of presentation, discussion and activities with the planning team and City Council.

### **Task 9.2: City Council Work Sessions**

In addition to a core understanding of the plan and its purpose, the Council's understanding of the input and analysis used to create the updated Comprehensive Plan is important. The SRF team will host two work session at key milestones in the process to share updates and outcomes and gather feedback from Council Members. Agendas and meeting materials will be prepared by the SRF team ahead of each work session for distribution. The first work session will be held during the development of the vision and goals to support the Council's understanding and gather any input. The second work session will be held during the development of the implementation actions to prepare the Council for the next step of the process.

## FEE STRUCTURE

The following graphic illustrates a general timeline for the completion of the project identified for the development of the Comprehensive Plan. Based on our understanding of the City of Worthington’s goals for the City-Wide Comprehensive Plan, we have estimated a project budget based on the proposed approach discussed in this proposal. We understand that this fee estimate may be modified and refined as the scope is confirmed with city staff. At this time, it is assumed that a majority of the engagement activities will include an in-person component of the meeting, unless otherwise noted in the work plan. The total not to exceed cost estimate is \$116,203.75.

	<b>Hours</b>	<b>Cost</b>
Task 1 – Public Involvement Plan	124	\$20,750.00
Task 2 – Background	60	\$9,244.00
Task 3 – Vision/Overview of the Plan	64	\$10,012.00
Task 5 – Short and Long-Term Goals	44	\$7,036.00
Task 4 – Plan Elements	128	\$19,300.00
Task 6 – Implementation	66	\$10,036.00
Task 7 – Plan Development	136	\$20,644.00
Task 8 – Project Management	26	\$5,476.00
Task 9.1 – Comprehensive Plan 101 City Council Workshop	30	\$4,668.00
Task 9.2 – City Council Work Sessions	36	\$6,064.00
<b>Labor Total</b>	<b>714</b>	<b>\$113,230.00</b>
<b>Expenses</b>		
Printing and Copies	250 @ \$0.35/copy	\$87.50
Mileage	3,850 @ \$0.625/mile	\$2,406.25
Meals	20 @ \$15/meal	\$300.00
<b>Expenses Total</b>		<b>\$2,793.75</b>
	<b>Total:</b>	<b>\$116,023.75</b>

PACKET: 04728 PAYROLL 4/14/23 - 9  
 VENDOR SET: 01 CITY OF WORTHINGTON \*\*\* DRAFT/OTHER LISTING \*\*\*  
 BANK: 1 FIRST STATE BANK SOUTHWES

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
D00173		DEFERRED COMP- MINNESOTA STATE	D	4/19/2023			001945	7,850.29
E00088		EFTPS	D	4/19/2023			001946	61,315.35
M00309		MINNESOTA STATE RETIREMENT SYSTD		4/19/2023			001947	2,350.00
O00021		OPTUM HEALTH FINANCIAL	D	4/19/2023			001948	9,937.62
P00039		PUBLIC EMPLOYEES RETIREMENT ASSD		4/19/2023			001949	52,303.63
S00202		STATE OF MINNESOTA DEPT OF REVED		4/19/2023			001950	12,669.75

\* \* B A N K T O T A L S \* \*

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	146,426.64	146,426.64
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
<b>BANK TOTALS:</b>	<b>6</b>	<b>0.00</b>	<b>146,426.64</b>	<b>146,426.64</b>

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
ABBOTT, ROBINSON & ASSOCIATES	4/21/23	KWIK TRIP PLAN REVIEW	GENERAL FUND	ECONOMIC DEVELOPMENT	<u>2,250.00</u>	
				TOTAL:	2,250.00	
ABDO LLP	4/21/23	2022 AUDIT SERVICE	GENERAL FUND	AUDITS AND BUDGETS	<u>21,000.00</u>	
				TOTAL:	21,000.00	
ADRIAN AUTO SERVICE LLC	4/21/23	LOADING FEE	GENERAL FUND	POLICE ADMINISTRATION	<u>135.00</u>	
				TOTAL:	135.00	
AFLAC INC (DENTAL/VISION)	4/21/23	DENTAL INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	164.77	
	4/21/23	VISION INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	83.80	
	4/21/23	DENTAL INSURANCE-AFLAC	IMPROVEMENT CONST	NON-DEPARTMENTAL	10.12	
	4/21/23	VISION INSURANCE-AFLAC	IMPROVEMENT CONST	NON-DEPARTMENTAL	2.19	
	4/21/23	DENTAL INSURANCE-AFLAC	TI DIST #7, REDEV	NON-DEPARTMENTAL	27.98	
	4/21/23	VISION INSURANCE-AFLAC	TI DIST #7, REDEV	NON-DEPARTMENTAL	6.06	
	4/21/23	DENTAL INSURANCE-AFLAC	WATER	NON-DEPARTMENTAL	7.14	
	4/21/23	VISION INSURANCE-AFLAC	WATER	NON-DEPARTMENTAL	8.25	
	4/21/23	DENTAL INSURANCE-AFLAC	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.60	
	4/21/23	VISION INSURANCE-AFLAC	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.13	
	4/21/23	DENTAL INSURANCE-AFLAC	ELECTRIC	NON-DEPARTMENTAL	78.96	
	4/21/23	DENTAL INSURANCE-AFLAC	STORM WATER MANAGE	NON-DEPARTMENTAL	6.55	
	4/21/23	VISION INSURANCE-AFLAC	STORM WATER MANAGE	NON-DEPARTMENTAL	1.42	
	4/21/23	DENTAL INSURANCE-AFLAC	LIQUOR	NON-DEPARTMENTAL	99.03	
	4/21/23	VISION INSURANCE-AFLAC	LIQUOR	NON-DEPARTMENTAL	5.16	
	4/21/23	DENTAL INSURANCE-AFLAC	DATA PROCESSING	NON-DEPARTMENTAL	<u>9.36</u>	
				TOTAL:	497.24	
	AFLAC- SHORT TERM DISABILITY	4/21/23	SHORT-TERM DISABILITY-AFLA	GENERAL FUND	NON-DEPARTMENTAL	133.58
		4/21/23	SHORT-TERM DISABILITY-AFLA	RECREATION	NON-DEPARTMENTAL	98.78
		4/21/23	SHORT-TERM DISABILITY-AFLA	WATER	NON-DEPARTMENTAL	8.38
4/21/23		SHORT-TERM DISABILITY-AFLA	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	6.71	
4/21/23		SHORT-TERM DISABILITY-AFLA	ELECTRIC	NON-DEPARTMENTAL	40.81	
4/21/23		SHORT-TERM DISABILITY-AFLA	STORM WATER MANAGE	NON-DEPARTMENTAL	<u>28.31</u>	
			TOTAL:	316.57		
AMERICAN BOTTLING COMPANY	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	<u>87.16</u>	
				TOTAL:	87.16	
ANDERSON ALIGNMENT	4/21/23	SKIDSTEER TUBE	GENERAL FUND	PAVED STREETS	39.95	
	4/21/23	SKIDSTEER TUBE	GENERAL FUND	PAVED STREETS	55.59	
	4/21/23	BATTERIES 401	GENERAL FUND	PAVED STREETS	479.85	
	4/21/23	UNIT 419 WHEEL SEEL	GENERAL FUND	PAVED STREETS	54.87	
	4/21/23	UNIT 419 WHEEL SEEL	GENERAL FUND	PAVED STREETS	188.42	
	4/21/23	437 OIL CHANGE	GENERAL FUND	PAVED STREETS	443.90	
	4/21/23	437 OIL CHANGE	GENERAL FUND	PAVED STREETS	40.00	
	4/21/23	437 OIL CHANGE	GENERAL FUND	PAVED STREETS	125.05	
	4/21/23	408 SWEEPER OIL CHANGE	STORM WATER MANAGE	STREET CLEANING	1,080.00	
	4/21/23	408 SWEEPER OIL CHANGE	STORM WATER MANAGE	STREET CLEANING	383.84	
	4/21/23	408 SWEEPER OIL CHANGE	STORM WATER MANAGE	STREET CLEANING	<u>293.21</u>	
				TOTAL:	3,184.68	
	ARAMARK	4/21/23	TOWEL DELIVERY SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>168.13</u>
					TOTAL:	168.13
ARTISAN BEER COMPANY	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	761.85	
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	73.80	

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	<u>835.65</u>
ATLANTIC BOTTLING COMPANY	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	<u>349.00</u>
				TOTAL:	<u>349.00</u>
BAUMHOEFNER CAMRYN K	4/21/23	911 CUSTOMER SERVICE	GENERAL FUND	SECURITY CENTER	6.52
	4/21/23	911 CUSTOMER SERVICE	GENERAL FUND	SECURITY CENTER	<u>6.53</u>
				TOTAL:	<u>13.05</u>
BEVERAGE WHOLESALERS INC	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	6,418.09
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	6,999.55
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,594.00
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	<u>14,412.90</u>
				TOTAL:	<u>30,424.54</u>
BLUEGLOBES LLC	4/21/23	RUNWAY LIGHTS	AIRPORT	O-GEN MISC	<u>1,856.32</u>
				TOTAL:	<u>1,856.32</u>
BLUEPEAK	4/21/23	INTERNET	GENERAL FUND	FIRE ADMINISTRATION	<u>94.99</u>
				TOTAL:	<u>94.99</u>
BOB'S PIANO SERVICE INC	4/21/23	CONCERT TUNING FITCH RAISE MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	<u>150.00</u>
				TOTAL:	<u>150.00</u>
BOLTON & MENK INC	4/21/23	CHLORIDE REDUCTION PROJECT	MUNICIPAL WASTEWAT	O-PURIFY MISC	654.50
	4/21/23	CONSTRUCTION PHASE	MUNICIPAL WASTEWAT	FA PURIFY STRUCTURES	90.00
	4/21/23	CONSTRUCTION PHASE	MUNICIPAL WASTEWAT	FA PURIFY STRUCTURES	20,198.00
	4/21/23	INDUSTRIAL WWTf PLAN	INDUSTRIAL WASTEWAT	O-PURIFY MISC	805.50
	4/21/23	AIRPORT MASTER PLAN	AIRPORT	PROJECT #4	18,675.00
	4/21/23	RUNWAY REIL REPLACEMENT	AIRPORT	PROJECT #6	<u>3,500.00</u>
				TOTAL:	<u>43,923.00</u>
BORDER STATES ELECTRIC SUPPLY	4/21/23	SPLICES	ELECTRIC	M-DISTR ST LITE & SIG	183.37
	4/21/23	PVC ELBOWS FOR 2023 PROJEC	ELECTRIC	FA DISTR UNDRGRND COND	961.12
	4/21/23	FIBER PANNEL FOR SUB #3	ELECTRIC	FA DISTR STATION EQUIP	<u>262.14</u>
				TOTAL:	<u>1,406.63</u>
BREAKTHRU BEVERAGE MINNESOTA BEER LLC	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,856.75
	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	39.96
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,385.13
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	160.00
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	276.95-
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	109.78
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	1.85
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	38.39
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	7.40
	4/21/23	FREIGHT CREDIT	LIQUOR	O-SOURCE MISC	<u>3.70-</u>
				TOTAL:	<u>11,318.61</u>
C & B OPERATIONS LLC	4/21/23	MOWER OIL AND FILTER	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	<u>81.40</u>
				TOTAL:	<u>81.40</u>
C&S CHEMICALS INC	4/21/23	C&S CHEMICALS INC	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>6,725.12</u>
				TOTAL:	<u>6,725.12</u>
CAPITAL ONE	4/21/23	CREDIT ISSUED	WATER	M-SOURCE WELLS & SPRNG	113.27-

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/21/23	2TB HARD DRIVE	WATER	M-SOURCE WELLS & SPRNG	62.57
	4/21/23	USB DRIVES	WATER	M-SOURCE WELLS & SPRNG	188.76
	4/21/23	PC SPEAKERS, BACKUP DRIVE	WATER	M-SOURCE WELLS & SPRNG	135.86
	4/21/23	CUTTING SET, ENVELOPES, PG ELECTRIC		O-DISTR SUPER & ENG	<u>51.62</u>
				TOTAL:	325.54
CINTAS CORP	4/21/23	MATS	GENERAL FUND	GENERAL GOVT BUILDINGS	<u>52.00</u>
				TOTAL:	52.00
CITY LAUNDERING CO	4/21/23	MATS	LIQUOR	O-GEN MISC	<u>52.54</u>
				TOTAL:	52.54
CITY OF WORTHINGTON	4/21/23	GARBAGE TAGS PETTY CASH	GENERAL FUND	NON-DEPARTMENTAL	<u>400.00</u>
				TOTAL:	400.00
COMMERCIAL RECREATION SPECIALISTS, INC	4/21/23	LIFE VESTS FOR AQUATIC CEN	AQUATIC CENTER FAC	AQUATIC CENTER FACILIT	<u>4,375.00</u>
				TOTAL:	4,375.00
COOPERATIVE ENERGY CO- ACCT # 5910807	4/21/23	OIL	RECREATION	PARK AREAS	<u>92.70</u>
				TOTAL:	92.70
COUNTY WIDE DIRECTORY	4/21/23	2023 NOBLES COUNTY DIRECTO	LIQUOR	O-GEN MISC	<u>340.00</u>
				TOTAL:	340.00
DACOTAH PAPER CO	4/21/23	LIQUOR BAGS AND ICE MELT	LIQUOR	O-GEN MISC	<u>440.58</u>
				TOTAL:	440.58
DEPARTMENT OF TRANSPORTATION	4/21/23	HANGER LOAN REPAMENT	AIRPORT	NON-DEPARTMENTAL	<u>920.00</u>
				TOTAL:	920.00
DEPUTY REGISTER #33	4/21/23	2000 DODGE GRAND CARAVAN	GENERAL FUND	POLICE ADMINISTRATION	<u>25.00</u>
				TOTAL:	25.00
DOLL DISTRIBUTING LLC	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	110.39
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,376.10
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	5,826.38
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	121.44
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	54.00
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	5,372.05
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	1,289.60
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	84.40
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	15,375.96
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	108.00
	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	108.00
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	749.70
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	1,687.70
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	33.60
	4/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	<u>19.70</u>
				TOTAL:	32,034.74
DUBOIS CHEMICALS INC	4/21/23	SODA ASH	INDUSTRIAL WASTEWA	O-PURIFY MISC	<u>11,284.56</u>
				TOTAL:	11,284.56
DUININCK INC	4/21/23	EASEMENT SETTLEMENT PAYMEN	ELECTRIC	FA DISTR STATION EQUIP	<u>8,750.00</u>
				TOTAL:	8,750.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
E-Z WASH	4/21/23	CAR WASHES	GENERAL FUND	POLICE ADMINISTRATION	<u>32.00</u>
				TOTAL:	32.00
ECHO GROUP INC	4/21/23	11" CABLE TIES	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	19.74
	4/21/23	CONTRACTOR FOR TRAIL LIGHT	ELECTRIC	M-DISTR ST LITE & SIG	<u>68.33</u>
				TOTAL:	88.07
EHRLERS COMPANIES	4/21/23	FINANCIAL MANAGEMENT PLAN	GENERAL FUND	OTHER GEN GOVT MISC	<u>4,372.50</u>
				TOTAL:	4,372.50
EMERGENCY APPARATUS MAINTENANCE INC	4/21/23	FIRE #2 REPAIR AND & MAINT	GENERAL FUND	FIRE ADMINISTRATION	<u>2,091.65</u>
				TOTAL:	2,091.65
FAIRMONT GLASS & SIGN PRODUCTS, INC	4/21/23	SERVICE SLIDER DOOR	LIQUOR	O-GEN MISC	<u>75.00</u>
				TOTAL:	75.00
FASTENAL COMPANY	4/21/23	NUT DRIVESS	RECREATION	PARK AREAS	12.50
	4/21/23	BOLTS	ELECTRIC	M-DISTR UNDERGRND LINE	<u>377.33</u>
				TOTAL:	389.83
FERGUSON ENTERPRISES LLC #1657	4/21/23	OLSON RESTROOM	RECREATION	OLSON PARK CAMPGROUND	52.73
	4/21/23	OLSON RESTROOM	RECREATION	OLSON PARK CAMPGROUND	<u>37.23</u>
				TOTAL:	89.96
FIFE WATER SERVICES INC	4/21/23	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	20,448.00
	4/21/23	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	<u>20,217.96</u>
				TOTAL:	40,665.96
FIRE CONSTRUCTION SERVICES, LLC	4/21/23	ANNUAL INSPECTION AND GAUG	GENERAL FUND	CENTER FOR ACTIVE LIVI	<u>540.00</u>
				TOTAL:	540.00
FORUM COMMUNICATIONS COMPANY	4/21/23	CCAC INTERN ADS	GENERAL FUND	ADMINISTRATION	1,166.00
	4/21/23	COMM RELATIONS/COMMUNI AD	GENERAL FUND	PERSONNEL & RECRUITMEN	1,064.00
	4/21/23	PLANNING COMMISSION	GENERAL FUND	ECONOMIC DEVELOPMENT	105.53
	4/21/23	CAL TV GUIDE ADS/WALKING T	GENERAL FUND	CENTER FOR ACTIVE LIVI	197.00
	4/21/23	DIGITAL MARKETING	RECREATION	FIELD HOUSE	400.00
	4/21/23	FISH CLEANING STATION BIDS	RECREATION	PARK AREAS	493.59
	4/21/23	CONSTRUCTION SUBSTATION BI	ELECTRIC	FA DISTR STATION EQUIP	209.26
	4/21/23	REIL REPLACEMENT BIDS	AIRPORT	PROJECT #6	151.00
	4/21/23	BITUMINOUS APRON BIDS	AIRPORT	PROJECT #7	<u>193.72</u>
				TOTAL:	3,980.10
FULLERTON BUILDING SYSTEMS INC	4/21/23	EASEMENT SETTLEMENT PAYMEN	ELECTRIC	FA DISTR STATION EQUIP	<u>36,500.00</u>
				TOTAL:	36,500.00
GALLS LLC	4/21/23	CHAIN HANDCUFFS	GENERAL FUND	POLICE ADMINISTRATION	<u>121.15</u>
				TOTAL:	121.15
GOLOMBIECKI RYAN	4/21/23	INTERDUCTION TRAINING	GENERAL FUND	POLICE ADMINISTRATION	<u>35.05</u>
				TOTAL:	35.05
GOPHER SPORT	4/21/23	REPLACEMENT GOALS AND NETS	RECREATION	FIELD HOUSE	<u>1,999.76</u>
				TOTAL:	1,999.76
GRAHAM TIRE OF WORTHINGTON INC	4/21/23	SQUAD #18-45 WATER PUMP	GENERAL FUND	CODE ENFORCEMENT	538.83
	4/21/23	SQUAD #18-45 WATER PUMP	GENERAL FUND	CODE ENFORCEMENT	374.61

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	<u>913.44</u>
GRAINGER	4/21/23	SAFETY SIGNS FOR SUB 3	ELECTRIC	M-DISTR UNDERGRND LINE	<u>16.64</u>
				TOTAL:	<u>16.64</u>
H-O-H WATER TECHNOLOGY INC	4/21/23	#20 GRAVEL	INDUSTRIAL WASTEWA	O-PURIFY MISC	<u>91.81</u>
				TOTAL:	<u>91.81</u>
HAWKINS INC	4/21/23	TREATMENT CHEMICALS	WATER	O-PURIFY	<u>3,397.75</u>
				TOTAL:	<u>3,397.75</u>
HOPE HAVEN INC	4/21/23	CLEANING	GENERAL FUND	CENTER FOR ACTIVE LIVI	<u>541.67</u>
				TOTAL:	<u>541.67</u>
HUSSMANN SERVICES CORP	4/21/23	COMPRESSOR & COOLANT REPAI	RECREATION	ICE ARENA	6,083.47
	4/21/23	COMPRESSOR PIPE REPAIR	RECREATION	ICE ARENA	1,404.63
	4/21/23	ARENA COMPRESSOR SERVICE	RECREATION	ICE ARENA	<u>3,513.50</u>
				TOTAL:	<u>11,001.60</u>
HY-VEE INC-61705	4/21/23	ICE PAINTING PARTY REFRESH	RECREATION	ICE ARENA	79.84
	4/21/23	FORK LIFT FUEL	LIQUOR	O-GEN MISC	<u>39.01</u>
				TOTAL:	<u>118.85</u>
I-90 TRUCK WASH INC	4/21/23	EASEMENT SETTLEMENT PAYMEN	ELECTRIC	FA DISTR STATION EQUIP	<u>40,500.00</u>
				TOTAL:	<u>40,500.00</u>
IDEAL LANDSCAPE & DESIGN INC	4/21/23	SNOW REMOVAL	GENERAL FUND	CENTER FOR ACTIVE LIVI	75.00
	4/21/23	SNOW REMOVAL	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	<u>150.00</u>
				TOTAL:	<u>225.00</u>
IIA LIFTING SERVICES INC	4/21/23	INSPECTION OF 101	ELECTRIC	O-DISTR UNDERGRND LINE	<u>405.25</u>
				TOTAL:	<u>405.25</u>
INTEGRITY AVIATION INC	4/21/23	APRIL MANAGEMENT	AIRPORT	O-GEN MISC	<u>2,312.00</u>
				TOTAL:	<u>2,312.00</u>
INTL UNION LOCAL #49	4/21/23	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	77.65
	4/21/23	UNION DUES	RECREATION	NON-DEPARTMENTAL	85.75
	4/21/23	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	5.47
	4/21/23	UNION DUES	TI DIST #7, REDEV	NON-DEPARTMENTAL	10.21
	4/21/23	UNION DUES	WATER	NON-DEPARTMENTAL	102.67
	4/21/23	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	120.75
	4/21/23	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	<u>17.50</u>
				TOTAL:	<u>420.00</u>
JERRY'S AUTO SUPPLY OF WORTHINGTON INC	4/21/23	408 SWEEPER TIP CLEANER KI	STORM WATER MANAGE	STREET CLEANING	<u>6.19</u>
				TOTAL:	<u>6.19</u>
JOHNSON BROTHERS LIQUOR CO	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	11,826.65
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	71.95
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	3,449.45
	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	165.00
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,044.50
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	2,020.30
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	224.00-
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>158.25</u>

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	136.63
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	66.28
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>57.92</u>
				TOTAL:	22,772.93
JOHNSTON AUTOSTORES	4/21/23	BULBS AND WIPER BLADES	GENERAL FUND	POLICE ADMINISTRATION	11.48
	4/21/23	BATTERY	GENERAL FUND	POLICE ADMINISTRATION	<u>166.09</u>
				TOTAL:	177.57
KIEFER AQUATICS	4/21/23	RESERVES- SHORTS AND SUIT AQUATIC CENTER FAC	AQUATIC CENTER FAC	AQUATIC CENTER FACILIT	<u>2,213.13</u>
				TOTAL:	2,213.13
KNOWBE4 INC	4/21/23	TRAINING SUBSCRIPTION	WATER	ACCTS-RECORDS & COLLEC	459.00
	4/21/23	TRAINING SUBSCRIPTION	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	459.00
	4/21/23	TRAINING SUBSCRIPTION	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>918.00</u>
				TOTAL:	1,836.00
LAMPERTS YARDS INC-2600013	4/21/23	FORMING LUMBER	GENERAL FUND	PAVED STREETS	<u>18.69</u>
				TOTAL:	18.69
LAMPERTS YARDS INC-2602004	4/21/23	WOOD AND MARKERS	GENERAL FUND	SIGNS AND SIGNALS	<u>196.06</u>
				TOTAL:	196.06
LAMPERTS YARDS INC-2600013	4/21/23	CEILING TILE GRID CREDIT	MUNICIPAL WASTEWAT	M-PURIFY STRUCTURES	7.20-
	4/21/23	CEILING TILE WWTP MAIN BLD	MUNICIPAL WASTEWAT	M-PURIFY STRUCTURES	<u>112.50</u>
				TOTAL:	105.30
LAW ENF LABOR SERV INC #4	4/21/23	UNION DUES LICENSED	GENERAL FUND	NON-DEPARTMENTAL	573.75
	4/21/23	UNION DUES NON-LICENSED	GENERAL FUND	NON-DEPARTMENTAL	<u>118.32</u>
				TOTAL:	692.07
LEAGUE OF MN CITIES INSURANCE TRUST	4/21/23	CLAIM #LMC CA 000000258915	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	<u>164.59</u>
				TOTAL:	164.59
MC GLASS & KEY INC	4/21/23	DUPLICATE KEY	GENERAL FUND	PAVED STREETS	<u>12.50</u>
				TOTAL:	12.50
MCCUEN WELDING & MACHINING INC	4/21/23	#401 PLOW HITCH	GENERAL FUND	ICE AND SNOW REMOVAL	151.74
	4/21/23	#401 PLOW HITCH	GENERAL FUND	ICE AND SNOW REMOVAL	399.50
	4/21/23	SNOW PUSHERS	GENERAL FUND	ICE AND SNOW REMOVAL	339.61
	4/21/23	SNOW PUSHERS	GENERAL FUND	ICE AND SNOW REMOVAL	<u>258.50</u>
				TOTAL:	1,149.35
MIDWEST ALARM COMPANY INC	4/21/23	NEW GRAND THEATER ALARM	RECREATION	THEATER	140.27
	4/21/23	SERVICE SECURITY CAMERAS	LIQUOR	O-GEN MISC	<u>684.00</u>
				TOTAL:	824.27
MIDWESTERN MECHANICAL INC	4/21/23	INSPECTION AND TESTING	RECREATION	THEATER	<u>265.00</u>
				TOTAL:	265.00
MINNESOTA BENEFIT ASSOCIATION	4/21/23	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	15.42
	4/21/23	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	58.86
	4/21/23	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	26.42
	4/21/23	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	1.75
	4/21/23	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	96.92
	4/21/23	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	9.21

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/21/23	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	13.92
	4/21/23	MN BENEFITS	DATA PROCESSING	NON-DEPARTMENTAL	<u>7.41</u>
				TOTAL:	229.91
MINNESOTA DEPARTMENT OF COMMERCE	4/21/23	UPDATE SERVICE TERRITORY R	ELECTRIC	ADMIN MISC	<u>95.97</u>
				TOTAL:	95.97
MINNESOTA ELEVATOR INC	4/21/23	APRIL YEARLY CONTRACT	GENERAL FUND	GENERAL GOVT BUILDINGS	<u>899.08</u>
				TOTAL:	899.08
MINNESOTA ENERGY RESOURCES CORP	4/21/23	MONTHLY GAS SERVICE	WATER	O-PURIFY MISC	374.78
	4/21/23	MONTHLY GAS SERVICE	WATER	O-DISTR MISC	398.34
	4/21/23	MONTHLY GAS SERVICE	ELECTRIC	O-DISTR MISC	<u>398.34</u>
				TOTAL:	1,171.46
MISCELLANEOUS V WIN, MAUNG	4/21/23	DEPOSIT REFUND	WATER	NON-DEPARTMENTAL	23.80
COYOTECATL POT, OMAR	4/21/23	DEPOSIT REFUND	WATER	NON-DEPARTMENTAL	42.60
WIN, MAUNG	4/21/23	INTEREST REFUND	WATER	ACCTS-RECORDS & COLLEC	0.05
COYOTECATL POT, OMAR	4/21/23	INTEREST REFUND	WATER	ACCTS-RECORDS & COLLEC	0.62
GRIMMIUS, DEB	4/21/23	MISCELLANEOUS VENDOR	MUNICIPAL WASTEWAT	O-PURIFY MISC	150.00
MAXWELL, KEITH & KIM	4/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
WAAGE, ALAN	4/21/23	MISCELLANEOUS VENDOR	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
ARBY'S	4/21/23	COMMERCIAL WATER SOFTENER	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
MANDOZA, JAIRO &	4/21/23	MISCELLANEOUS VENDOR	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
ROGERS, JEFF & ANN	4/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
WIN, MAUNG	4/21/23	DEPOSIT REFUND	ELECTRIC	NON-DEPARTMENTAL	95.00
COYOTECATL POT, OMAR	4/21/23	DEPOSIT REFUND	ELECTRIC	NON-DEPARTMENTAL	95.00
CANDELARIO-CAZARES	4/21/23	DEPOSIT REFUND	ELECTRIC	NON-DEPARTMENTAL	91.46
BROUILLET, TONI	4/21/23	MISCELLANEOUS VENDOR	ELECTRIC	CUSTOMER INSTALL EXPEN	64.00
FISHER, ARNOLD	4/21/23	MISCELLANEOUS VENDOR	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
LIVINGSTON, MARJORIE	4/21/23	DEHUMIDIFER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
SILVER, CURT	4/21/23	MISCELLANEOUS VENDOR	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
STANDAFER, STAR	4/21/23	LED RECESSED CAN FIXTURE R	ELECTRIC	CUSTOMER INSTALL EXPEN	12.00
WIN, MAUNG	4/21/23	INTEREST REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	0.10
COYOTECATL POT, OMAR	4/21/23	INTEREST REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	1.32
CANDELARIO-CAZARES	4/21/23	INTEREST REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>1.10</u>
				TOTAL:	3,152.05
MINN DEPT OF LABOR AND INDUSTRY	4/21/23	1ST QUARTER SURCHAGE PAYME	GENERAL FUND	NON-DEPARTMENTAL	<u>700.58</u>
				TOTAL:	700.58
MORGAN CREEK VINEYARDS	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	<u>238.80</u>
				TOTAL:	238.80
MORRIS ELECTRONICS INC	4/21/23	TECHINCAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	50.00
	4/21/23	TECHINCAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	50.00
	4/21/23	TECHINCAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>100.00</u>
				TOTAL:	200.00
MNCPERS GROUP LIFE INS	4/21/23	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	142.00
	4/21/23	LIFE INS	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	8.00
	4/21/23	LIFE INS	RECREATION	NON-DEPARTMENTAL	34.40
	4/21/23	LIFE INS	WATER	NON-DEPARTMENTAL	50.90
	4/21/23	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	42.02
	4/21/23	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	33.88
	4/21/23	LIFE INS	STORM WATER MANAGE	NON-DEPARTMENTAL	0.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/21/23	LIFE INS	LIQUOR	NON-DEPARTMENTAL	24.00
	4/21/23	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	<u>16.00</u>
				TOTAL:	352.00
NOBLES COOPERATIVE ELECTRIC	4/21/23	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	19.49
	4/21/23	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	19.49
	4/21/23	MONTHLY SERVICE	GENERAL FUND	SIGNS AND SIGNALS	40.60
	4/21/23	MONTHLY SERVICE	GENERAL FUND	SIGNS AND SIGNALS	43.79
	4/21/23	MONTHLY SERVICE	RECREATION	GOLF COURSE-GREEN	514.83
	4/21/23	ELECTRIC BACKUP	INDUSTRIAL WASTEWAT	O-PURIFY MISC	100.00
	4/21/23	MONTHLY SERVICE	AIRPORT	O-GEN MISC	<u>59.52</u>
				TOTAL:	797.72
NOBLES COUNTY AUDITOR/TREASURER	4/21/23	LEASE PAYMENT UTILITIES 20 WATER		O-DISTR RENTS	163.80
	4/21/23	LEASE PAYMENT UTILITIES 20 WATER		ADMIN RENT	327.61
	4/21/23	LEASE PAYMENT UTILITIES 20 MUNICIPAL WASTEWAT		O-PURIFY MISC	131.04
	4/21/23	LEASE PAYMENT UTILITIES 20 MUNICIPAL WASTEWAT		ADMIN RENT	262.09
	4/21/23	LEASE PAYMENT UTILITIES 20 ELECTRIC		O-DISTR RENTS	786.26
	4/21/23	LEASE PAYMENT UTILITIES 20 ELECTRIC		ADMIN RENT	<u>1,605.27</u>
				TOTAL:	3,276.07
NOBLES COUNTY PUBLIC WORKS	4/21/23	FEBRUARY FUEL	GENERAL FUND	ENGINEERING ADMIN	40.50
	4/21/23	FEBRUARY FUEL	GENERAL FUND	ECONOMIC DEVELOPMENT	54.11
	4/21/23	FEBRUARY FUEL	GENERAL FUND	POLICE ADMINISTRATION	4,547.71
	4/21/23	FEBRUARY FUEL	GENERAL FUND	CIVIL DEFENSE ADMIN	39.28
	4/21/23	FEBRUARY FUEL	GENERAL FUND	PAVED STREETS	695.48
	4/21/23	FEBRUARY FUEL	GENERAL FUND	ICE AND SNOW REMOVAL	8,171.97
	4/21/23	FEBRUARY FUEL	GENERAL FUND	CODE ENFORCEMENT	134.79
	4/21/23	FEBRUARY FUEL	RECREATION	SOCCER COMPLEX	173.58
	4/21/23	FEBRUARY FUEL	RECREATION	PARK AREAS	1,580.38
	4/21/23	FEBRUARY FUEL	WATER	O-PUMPING	177.16
	4/21/23	FEBRUARY FUEL	WATER	M-TRANS MAINS	603.57
	4/21/23	FEBRUARY FUEL	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	93.75
	4/21/23	FEBRUARY FUEL	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	62.01
	4/21/23	FEBRUARY FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	31.91
	4/21/23	FEBRUARY FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	59.60
	4/21/23	FEBRUARY FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	251.92
	4/21/23	FEBRUARY FUEL	ELECTRIC	O-DISTR UNDERGRND LINE	917.15
	4/21/23	FEBRUARY FUEL	STORM WATER MANAGE	STORM DRAINAGE	93.76
	4/21/23	FEBRUARY FUEL	AIRPORT	O-GEN MISC	<u>679.06</u>
				TOTAL:	18,407.69
OFFICE OF MNIT SERVICES	4/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ADMINISTRATION	29.56
	4/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	CLERK'S OFFICE	37.19
	4/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ACCOUNTING	29.71
	4/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ENGINEERING ADMIN	95.70
	4/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ENGINEERING ADMIN	3.55
	4/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	41.03
	4/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	3.54
	4/21/23	MONTHLY VOICE SERVICE	RECREATION	FIELD HOUSE	57.00
	4/21/23	MONTHLY DIRECTORY	DATA PROCESSING	DATA PROCESSING	50.03
	4/21/23	MONTHLY VOICE SERVICE	DATA PROCESSING	DATA PROCESSING	<u>32.90</u>
				TOTAL:	380.21
ONE OFFICE SOLUTION-WOCITY	4/21/23	NAME PLATE KOLPIN	GENERAL FUND	MAYOR AND COUNCIL	12.05
	4/21/23	NAME PLATE AND PLAQUE	GENERAL FUND	ADMINISTRATION	41.40

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/21/23	PAPER	GENERAL FUND	CLERK'S OFFICE	69.76
	4/21/23	ORGANIZER ROTORY	GENERAL FUND	CLERK'S OFFICE	15.74
	4/21/23	TONER CARTRIDGE	GENERAL FUND	ACCOUNTING	120.99
	4/21/23	POCKET FILE	GENERAL FUND	ENGINEERING ADMIN	15.22
	4/21/23	BINDER CLIPS AND MAGNETS	GENERAL FUND	ENGINEERING ADMIN	7.00
	4/21/23	PAPER LEGAL	GENERAL FUND	ENGINEERING ADMIN	20.79
	4/21/23	BINDER CLIPS AND MAGNETS	GENERAL FUND	ECONOMIC DEVELOPMENT	7.00
	4/21/23	CASH DRAWER	GENERAL FUND	ECONOMIC DEVELOPMENT	324.55
	4/21/23	PAPER LEGAL	GENERAL FUND	ECONOMIC DEVELOPMENT	<u>20.79</u>
				TOTAL:	655.29
ONE OFFICE SOLUTION-NCLAW	4/21/23	ENVELOPES, FLAG, HIGHLIGHT	GENERAL FUND	SECURITY CENTER	24.31
	4/21/23	ENVELOPES, FLAG, HIGHLIGHT	GENERAL FUND	SECURITY CENTER	24.31
	4/21/23	POST IT NOTES, GLUE	GENERAL FUND	SECURITY CENTER	5.32
	4/21/23	POST IT NOTES, GLUE	GENERAL FUND	SECURITY CENTER	<u>5.32</u>
				TOTAL:	59.26
ONE OFFICE SOLUTION-WOCITY	4/21/23	CORK BOARD	GENERAL FUND	CENTER FOR ACTIVE LIVI	47.40
	4/21/23	PAPER AND TAPE	LIQUOR	O-GEN MISC	127.19
	4/21/23	3 OFFICE CHAIRS	DATA PROCESSING	DATA PROCESSING	452.13
	4/21/23	TONER CARTRIDGE	DATA PROCESSING	DATA PROCESSING	120.99
	4/21/23	KEYBOARD, ORGANIZER, BINDE	DATA PROCESSING	DATA PROCESSING	60.32
	4/21/23	PRINTER TONER	DATA PROCESSING	DATA PROCESSING	119.99
	4/21/23	PRINTER TONER	DATA PROCESSING	DATA PROCESSING	<u>143.99</u>
				TOTAL:	1,072.01
ONE OFFICE SOLUTION-WOPOLI	4/21/23	MARKER RED	GENERAL FUND	POLICE ADMINISTRATION	<u>0.96</u>
				TOTAL:	0.96
ONE OFFICE SOLUTION-WOUTIL	4/21/23	LEGAL PADS	WATER	ADMIN OFFICE SUPPLIES	10.85
	4/21/23	LEAD, POST-ITS, CLIPS	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	20.03
	4/21/23	LEGAL PADS	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	10.85
	4/21/23	LEGAL PADS	ELECTRIC	ADMIN OFFICE SUPPLIES	21.71
	4/21/23	ERASERS	ELECTRIC	ADMIN OFFICE SUPPLIES	<u>3.35</u>
				TOTAL:	66.79
OPG-3 INC	4/21/23	LASERFICHE ANNUAL	DATA PROCESSING	DATA PROCESSING	<u>2,508.00</u>
				TOTAL:	2,508.00
OPTUM FINANCIAL INC	4/21/23	HSA ADMIN FEE - MARCH	GENERAL FUND	GENERAL GOVT BUILDINGS	<u>165.00</u>
				TOTAL:	165.00
MN PEIP	4/21/23	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	4,977.68
	4/21/23	HEALTH INS PREM	GENERAL FUND	MAYOR AND COUNCIL	442.61
	4/21/23	HEALTH INS PREM	GENERAL FUND	ADMINISTRATION	1,434.05
	4/21/23	HEALTH INS PREM	GENERAL FUND	CLERK'S OFFICE	991.44
	4/21/23	HEALTH INS PREM	GENERAL FUND	ACCOUNTING	1,037.47
	4/21/23	HEALTH INS PREM	GENERAL FUND	ENGINEERING ADMIN	331.96
	4/21/23	HEALTH INS PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	1,415.46
	4/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	18,916.24
	4/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	143.15
	4/21/23	HEALTH INS PREM	GENERAL FUND	SECURITY CENTER	2,873.32
	4/21/23	HEALTH INS PREM	GENERAL FUND	SECURITY CENTER	2,873.28
	4/21/23	HEALTH INS PREM	GENERAL FUND	PAVED STREETS	495.72
	4/21/23	HEALTH INS PREM	GENERAL FUND	PUBLIC WORK SHOP	495.72
	4/21/23	HEALTH INS PREM	GENERAL FUND	CODE ENFORCEMENT	991.44

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/21/23	HEALTH INS PREMIUM	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	126.53
	4/21/23	HEALTH INS PREM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	506.12
	4/21/23	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	298.59
	4/21/23	HEALTH INS PREM	RECREATION	FIELD HOUSE	442.61
	4/21/23	HEALTH INS PREM	RECREATION	PARK AREAS	537.45
	4/21/23	HEALTH INS PREM	RECREATION	TREE REMOVAL	358.30
	4/21/23	HEALTH INS PREMIUM	WGTM EDA	NON-DEPARTMENTAL	4.65
	4/21/23	HEALTH INS PREM	WGTM EDA	BUSINESS DEVELOPMENT	18.59
	4/21/23	HEALTH INS PREM	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	199.17
	4/21/23	HEALTH INS PREM	IMPROVEMENT CONST	OVERLAY PROGRAM	60.86
	4/21/23	HEALTH INS PREM	IMPROVEMENT CONST	SHELL ST-9TH AVE TO LA	33.20
	4/21/23	HEALTH INS PREM	TI DIST #7, REDEV	SEWER EXT - N HUMISTON	260.03
	4/21/23	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	91.39
	4/21/23	HEALTH INS PREM	WATER	O-DISTR SUPER AND ENG	442.61
	4/21/23	HEALTH INS PREM	WATER	O-DISTR MISC	22.13
	4/21/23	HEALTH INS PREM	WATER	GENERAL ADMIN	66.39
	4/21/23	HEALTH INS PREM	WATER	ACCTS-METER READING	254.06
	4/21/23	HEALTH INS PREM	WATER	ACCTS-RECORDS & COLLEC	205.60
	4/21/23	HEALTH INS PREM	WATER	PROJECT #11	66.39-
	4/21/23	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	270.17
	4/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	297.43
	4/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	694.01
	4/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-PURIFY MISC	22.13
	4/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	GENERAL ADMIN	53.11
	4/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	170.00
	4/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	PROJECT #15	5.53
	4/21/23	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	1,187.58
	4/21/23	HEALTH INS PREM	ELECTRIC	O-DISTR UNDERGRND LINE	99.14
	4/21/23	HEALTH INS PREM	ELECTRIC	O-DISTR MISC	560.22
	4/21/23	HEALTH INS PREM	ELECTRIC	M-SOURCE MISC	441.62
	4/21/23	HEALTH INS PREM	ELECTRIC	M-CISTR SUPER & ENG	24.86
	4/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR STATION EQUIPM	74.36
	4/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR UNDERGRND LINE	847.72
	4/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR ST LITE & SIG	261.65
	4/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR PLANT MISC	232.16
	4/21/23	HEALTH INS PREM	ELECTRIC	GENERAL ADMIN	323.11
	4/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-METER READING	396.58
	4/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-RECORDS & COLLEC	910.17
	4/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-ASSISTANCE	221.31
	4/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR UNDRGRND COND	374.08
	4/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR METERS	529.88
	4/21/23	HEALTH INS PREM	STORM WATER MANAGE	PROJECT #12	60.86
	4/21/23	HEALTH INS PREMIUM	LIQUOR	NON-DEPARTMENTAL	247.86
	4/21/23	HEALTH INS PREM	LIQUOR	O-GEN MISC	2,761.88
	4/21/23	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	347.00
	4/21/23	HEALTH INS PREM	DATA PROCESSING	DATA PROCESSING	<u>1,830.63</u>
				TOTAL:	54,526.48
PELLEGRINO FIRE EXTINGUISHER SALES	4/21/23	YEARLY EXTINGUISHER TAGS	RECREATION	FIELD HOUSE	49.00
	4/21/23	MOVIE THEATER YEARLY TAG	RECREATION	THEATER	<u>49.00</u>
				TOTAL:	98.00
PEPSI COLA BOTTLING CO OF PIPESTONE, M	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	86.50
	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	97.00
	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	<u>106.50</u>
				TOTAL:	290.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PHILLIPS WINE & SPIRITS INC	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	6,371.36
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	787.00
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,403.31
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	248.20
	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	208.00
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	66.18
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	37.62
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	82.36
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>25.74</u>
			TOTAL:		11,229.77
PROGRESSIVE PRODUCTS INC	4/21/23	STABILIZER KIT, MOBILE STA	GENERAL FUND	OTHER GEN GOVT MISC	<u>5,620.04</u>
				TOTAL:	5,620.04
RESCO	4/21/23	154KV CABLE FOR 2023 PROJE	ELECTRIC	FA DISTR UNDRGRND COND	<u>44,246.89</u>
				TOTAL:	44,246.89
RILEY MARK	4/21/23	K9 SCHOOL	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	<u>331.06</u>
				TOTAL:	331.06
ROUND LAKE VINEYARDS & WINERY LLC	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	600.00
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	<u>676.50</u>
				TOTAL:	1,276.50
RUNNINGS SUPPLY INC-ACCT#9502440	4/21/23	BATTERIES	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	16.99
	4/21/23	THREAD LOCK	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	6.49
	4/21/23	ANTIFREEZE	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	12.99
	4/21/23	BLOTS, NUTS BLASTER	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	<u>10.83</u>
				TOTAL:	47.30
RUNNINGS SUPPLY INC-ACCT#9502485	4/21/23	STEPLADDER	GENERAL FUND	FIRE ADMINISTRATION	139.99
	4/21/23	TOOLS AND INNER TUBE	RECREATION	FIELD HOUSE	36.17
	4/21/23	TRASH GRABBERS	RECREATION	PARK AREAS	74.97
	4/21/23	SHOP GLOVES	RECREATION	PARK AREAS	<u>60.35</u>
				TOTAL:	311.48
SANFORD HEALTH	4/21/23	CPR CARDS	GENERAL FUND	POLICE ADMINISTRATION	<u>60.00</u>
				TOTAL:	60.00
SCHWALBACH ACE 5930	4/21/23	BRUSHES	RECREATION	FIELD HOUSE	9.18
	4/21/23	SCREWS AND DRILL BIT	RECREATION	ICE ARENA	15.28
	4/21/23	SCREWS AND DOOR STOPS	RECREATION	ICE ARENA	49.16
	4/21/23	TAPE	RECREATION	PARK AREAS	5.99
	4/21/23	GRINDING WHEELS	RECREATION	PARK AREAS	39.95
	4/21/23	HARDWARE	RECREATION	PARK AREAS	17.39
	4/21/23	OLSON RESTROOM TORCH KIT	RECREATION	OLSON PARK CAMPGROUND	54.99
	4/21/23	OLSON PARK RESTROOM	RECREATION	OLSON PARK CAMPGROUND	21.36
	4/21/23	FASTENERS	LIQUOR	O-GEN MISC	<u>17.06</u>
				TOTAL:	230.36
	SCHWALBACH ACE #6067	4/21/23	CAULK, DRILL BITS, HOOKS	ELECTRIC	M-DISTR UNDERGRND LINE
4/21/23		SCHWALBACH ACE #6067	ELECTRIC	M-DISTR ST LITE & SIG	<u>14.99</u>
				TOTAL:	60.73
SECURE BENEFITS SYSTEMS	4/21/23	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	21.15
	4/21/23	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	416.65

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/21/23	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	337.48
	4/21/23	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	2.70
	4/21/23	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	58.33
	4/21/23	ADMIN FEE	WATER	NON-DEPARTMENTAL	4.84
	4/21/23	CHILD CARE	WATER	NON-DEPARTMENTAL	208.33
	4/21/23	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	107.50
	4/21/23	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	9.27
	4/21/23	CHILD CARE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	208.33
	4/21/23	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	276.82
	4/21/23	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	10.64
	4/21/23	CHILD CARE	ELECTRIC	NON-DEPARTMENTAL	702.07
	4/21/23	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	57.33
	4/21/23	ADMIN FEE	LIQUOR	NON-DEPARTMENTAL	2.25
	4/21/23	UNREIMBURSED MEDICAL	LIQUOR	NON-DEPARTMENTAL	35.00
	4/21/23	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	3.15
	4/21/23	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	<u>25.00</u>
				TOTAL:	2,486.84
SHINE BROS CORP OF MINN	4/21/23	XMAS LIGHTS	GENERAL FUND	MISC SPECIAL DAYS/EVEN	11.79
	4/21/23	REBAR FOR LIGHT BASES	ELECTRIC	FA DISTR ST LITE & SIG	<u>110.00</u>
				TOTAL:	121.79
SHORT ELLIOTT HENDRICKSON INC	4/21/23	SUNSET PARKING LOT FINAL	RECREATION	PARK AREAS	10,966.62
	4/21/23	OLSON PARK PEDESTRIAN BRID	RECREATION	PARK AREAS	3,515.19
	4/21/23	WGTN AQUATIC CENTER	AQUATIC CENTER FAC	AQUATIC CENTER FACILIT	3,259.65
	4/21/23	AIRPORT ROOF REPLACEMENT	AIRPORT	O-GEN MISC	<u>5,120.00</u>
				TOTAL:	22,861.46
SOUTHERN GLAZER'S WINE AND SPIRITS LL	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,774.41
	4/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	46.00
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	187.16
	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,506.93
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	528.00
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	28.68
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	3.70
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	3.70
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	116.23
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>14.80</u>
				TOTAL:	8,209.61
TEAM CROWN LLC	4/21/23	EASEMENT SETTLEMENT PAYMEN	ELECTRIC	FA DISTR STATION EQUIP	<u>51,750.00</u>
				TOTAL:	51,750.00
THE GLOBE	4/21/23	THE GLOBE - PAPERS	LIQUOR	NON-DEPARTMENTAL	<u>10.86</u>
				TOTAL:	10.86
THOMSON REUTERS - WEST	4/21/23	MARCH CHARGES	GENERAL FUND	POLICE ADMINISTRATION	<u>274.39</u>
				TOTAL:	274.39
TRI-STATE RENTAL CENTER	4/21/23	ACETYLENE FOR SHOP IN TOWN	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	113.24
	4/21/23	NITROGEN FOR T2	ELECTRIC	O-DISTR STATION EXPENS	<u>73.89</u>
				TOTAL:	187.13
TRUCK CENTER COMPANIES	4/21/23	DUMP TRUCK CHASIS VIN UG27	GENERAL FUND	PAVED STREETS	<u>113,193.47</u>
				TOTAL:	113,193.47

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VETERINARY MEDICAL CTR PA	4/21/23	CANINE ITEMS, FOOD, MEDS	GENERAL FUND	POLICE ADMINISTRATION	<u>444.13</u>
				TOTAL:	444.13
VINOCOPIA INC	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	<u>225.50</u>
				TOTAL:	225.50
VIVIAL INC.	4/21/23	FRONTEIR DIRECTORY	GENERAL FUND	ADMINISTRATION	110.50
	4/21/23	DIRECTORY - FRONTIER	WATER	ACCTS-RECORDS & COLLEC	44.19
	4/21/23	DIRECTORY - FRONTIER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	44.18
	4/21/23	DIRECTORY - FRONTIER	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>88.38</u>
				TOTAL:	287.25
GREGORY J WALLACE	4/21/23	PLYWOOD, HARDWARD CARPET	GENERAL FUND	POLICE ADMINISTRATION	<u>761.72</u>
				TOTAL:	761.72
WINE MERCHANTS	4/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,403.31
	4/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	1,821.00
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	82.36
	4/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>12.56</u>
				TOTAL:	5,319.23
WOODS, FULLER, SHULTZ & SMITH P.C.	4/21/23	GENERAL SERVICES RENDERED	GENERAL FUND	CITY ATTORNEY	2,700.00
	4/21/23	EDA SERVICES RENDERED	GENERAL FUND	ECONOMIC DEVELOPMENT	<u>210.00</u>
				TOTAL:	2,910.00
WORTHINGTON AREA UNITED WAY	4/21/23	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12.80
	4/21/23	PAYROLL WITHHOLDING	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	5.00
	4/21/23	PAYROLL WITHHOLDING	WATER	NON-DEPARTMENTAL	0.75
	4/21/23	PAYROLL WITHHOLDING	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.60
	4/21/23	PAYROLL WITHHOLDING	ELECTRIC	NON-DEPARTMENTAL	3.65
	4/21/23	PAYROLL WITHHOLDING	DATA PROCESSING	NON-DEPARTMENTAL	<u>12.20</u>
				TOTAL:	35.00
WORTHINGTON CONTAINER INC	4/21/23	EASEMENT SETTLEMENT PAYMEN	ELECTRIC	FA DISTR STATION EQUIP	<u>13,500.00</u>
				TOTAL:	13,500.00
WORTHINGTON FOOTWEAR & REPAIR	4/21/23	BRUXVOORT SAFETY BOOT	RECREATION	PARK AREAS	<u>229.00</u>
				TOTAL:	229.00
WORTHINGTON HOTEL GROUP LLC	4/21/23	MARCH UTILITIES	EVENT CENTER	EVENT CENTER	<u>3,110.89</u>
				TOTAL:	3,110.89
YMCA	4/21/23	CAL MANAGEMENT FEE	GENERAL FUND	CENTER FOR ACTIVE LIVI	3,672.94
	4/21/23	CAL MANAGEMENT FEE	GENERAL FUND	CENTER FOR ACTIVE LIVI	1,200.00
	4/21/23	2023 CONTRACT PAYMENT APRI	RECREATION	RECREATION PROGRAMS	5,110.00
	4/21/23	AQUATIC DIRECTOR	RECREATION	AQUATIC CENTER FACILIT	<u>1,500.00</u>
				TOTAL:	11,482.94
ZIEGLER INC	4/21/23	PARTS FOR GEN #3	ELECTRIC	M-SOURCE EQUIPMENT	<u>154.10</u>
				TOTAL:	154.10

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====					
101		GENERAL FUND			222,756.63
202		MEMORIAL AUDITORIUM			945.65
214		EVENT CENTER			3,110.89
229		RECREATION			40,649.69
232		WGTN EDA			23.24
321		PIR/TRUNKS			199.17
401		IMPROVEMENT CONST			111.84
419		TI DIST #7, REDEV AMEND 5			304.28
431		AQUATIC CENTER FACILITY			9,847.78
601		WATER			7,848.31
602		MUNICIPAL WASTEWATER			34,612.85
604		ELECTRIC			210,975.78
605		INDUSTRIAL WASTEWATER			52,947.83
606		STORM WATER MANAGEMENT			1,972.44
609		LIQUOR			129,573.46
612		AIRPORT			33,466.62
702		DATA PROCESSING			5,739.10
703		SAFETY PROMO/LOSS CTRL			495.65
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		GRAND TOTAL:			755,581.21
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SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-CITY OF WORTHINGTON  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 3/01/2023 THRU 4/21/2023  
CHECK DATE: 4/21/2023 THRU 4/21/2023  
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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999  
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PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Vendor Sort  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L R E P O R T 04/07/2023  
SIGNATURE LINES: 0  
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PACKET OPTIONS

INCLUDE REFUNDS: NO  
INCLUDE OPEN ITEM:NO  
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